



STUDENT

96-97

HANDBOOK

You are La Salle University. You are the reason for our existence, and making your experience at La Salle both educational and enjoyable is what the faculty and administration of this University are all about.

Personally, I look forward to the year ahead. I will have the pleasure of watching you learn, play sports, socialize, and enjoy some of the greatest years of your life. This *Student Handbook* is a helpful guide to making the most of these years. It has information about policies, procedures, and the like, but it also lets you know about the people, places, and events that make for a great La Salle experience.

I wish you a wonderful year, filled with hard work, achievement, friendship, and fun.

Brother Joseph Burke
President

July 20, 1996



WELCOME TO LA SALLE!

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La Sallians To Know

**951-
EXT.**

CAMPUS LOCATION

PRESIDENT

Executive Assistant to the President

Br. Joseph Burke, F.S.C.
Dr. Alice L. Hoersch

1010
1010

Peale Estate
Peale Estate

ACADEMIC AFFAIRS

Provost

Dr. Joseph A. Kane
Mr. Gerald J. Johnson

1015
1065

315 Administration Center
315 Administration Center

Academic Deans

Dean, School of Arts and Sciences

Dr. Barbara Millard

1042

Associate Dean

Dr. Sam Wiley

1042

Assistant Dean

Ms. Julie Valenti

1042

Assistant Dean

Mr. Harry McManus

1042

Academic Support Services
for Student Athletes

Mr. Joseph Gillespie

1042

Second Floor Hayman Hall

1521

Dean, School of Business Administration

Mr. Gregory O. Bruce

1040

Assistant Dean

Ms. Susan Mudrick

1104

Interim Dean, School of Nursing

Dr. Cynthia Capers

1430

Wister Hall

Assistant Dean

Ms. Mary Ledva

1430

Wister Hall

Directors

Academic Discovery Program

Mr. Robert Miedel

1084

Art Museum

Br. Daniel Burke, F.S.C.

1221

Lower Level Olney Hall

Audio-Visual Services

Mr. Michael Sweeder

1220

Connelly Library

Mr. John Baky

1285

Second Floor Connelly Library

Continuing Studies

TBA

1240

Benilde Hall

Honors Program

Mr. John Grady

1360

Lower Level McShain Hall

Information Technology	Mr. Edward Nickerson	302 College Hall	1045
International Education	Ms. Elaine O'Halloran Mshomba	St. Neumann Hall	1948
Multicultural Student Services	Ms. Rochelle R. Peterson	St. Neumann Hall	1948
Urban Studies	Ms. Millicent Carvalho	1923 West Olney Avenue	1187
Women's Studies	Dr. Elizabeth Paulin	264 Olney Hall	1181
Writing Center	Dr. Mary C. Robertson	203 Olney Hall	1299

Department Chairs

Accounting	Dr. John Reardon	308D College Hall	1029
Biology	Dr. Annette O'Connor	212 Holroyd Hall	1245
Chemistry/Biochemistry	Dr. Nancy Jones	310 Holroyd Hall	1263
Communication	Br. Gerard Molyneux, F.S.C.	Communication Center	1844
Economics	Dr. Richard Geruson	250 Olney Hall	1178
Education	Br. Lawrence Colhocker, F.S.C.	258 Olney Hall	1191
English	Dr. Patricia Haberstroh	141 Olney Hall	1145
Finance	Dr. Lester Barenbaum	422 College Hall	1649
Fine Arts	Dr. Charles White	155 Olney Hall	1226
Foreign Language	Dr. Bernhard Blumenthal	241 Olney Hall	1200
Geology/Physics	Dr. Henry A. Bart	107 Holroyd Hall	1268
History	Dr. Theopolis Fair	341 Olney Hall	1090
Management	Dr. Madjid Tavana	414C College Hall	1129
Marketing	Dr. James Talaga	304B College Hall	1182
Mathematics & Computer Science	Dr. Richard DiDio	132 Olney Hall	1130
Nursing	Dr. Eileen Giardino	Wister Hall - Mezzanine	1430
Philosophy	Dr. Michael Kerlin	217 Wister Hall	1320
Political Science	Dr. Joseph Brogan	359 Olney Hall	1122
Psychology	Dr. David Falcone	117A Holroyd Hall	1270
Religion	Dr. Geffrey Kelly	215 McShain Hall	1335
Sociology, Social Work, Criminal Justice	Mr. Finn Hornum	350 Olney Hall	1108

Graduate Programs

Bilingual/Bicultural Studies	Dr. James Devine	247 Olney Hall	1561
Business Administration	Dr. Joseph Y. Ugras	209 Administration Center	1057
Central and Eastern European Studies	Dr. Leo Rudnytsky	240 Olney Hall	1204

Communication	Dr. Richard Goedkoop	Communication Center	1155
Computer Information Science	Dr. Margaret McManus	135 Olney Hall	1358
Education	Dr. Gary Clabaugh	203 Administration Center	1196
Graduate Religion	Dr. Geoffrey Kelly	Good Shepherd	1350
Human Services Psychology	Dr. John J. Rooney	203 Administration Center	1282
Nursing	Dr. Zane Wolf	M-10 Wister Hall	1430
Pastoral Counseling	Dr. John Smith	Good Shepherd	1350

STUDENT AFFAIRS

Dean of Students

Ms. Nancy Brewer	307 Administration Center	1017
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Directors

Campus Ministry	Br. Charles Echelmeier, F.S.C.	First Floor College Hall	1048
Community Learning	Ms. Rosemary Barbera	122 College Hall	1804
Counseling Center	Dr. Peter Filicetti	First Floor McShain Hall	1355
Health Services	Ms. Laura McKenna	St. George Hall, North Halls	1565
Resident Life	Mr. Ronald Diment	Resident Life Office, North Halls	1550
Student Life	Ms. Kathleen E. Schrader	205 La Salle Union	1371

ATHLETICS

Director of Recreation and
Intercollegiate Athletics

Mr. Robert Mullen	Second Floor Hayman Hall	1516
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Director of Intramurals/Ticket Manager

Mr. Peter D'Orazio	First Floor Hayman Hall	1545
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Associate Director/Building Director

Mr. Thomas Meier	Second Floor Hayman Hall	1673
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Assistant Director/Coordinator
of Women's Athletics

Ms. Kathleen McNally	Second Floor Hayman Hall	1523
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BUSINESS AFFAIRS

Vice President for Business Affairs

Mr. David C. Fleming	119 Administration Center	1050
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Assistant Vice President for Business Affairs/
Affirmative Action Officer

Ms. Rose Lee Pauline	102 Administration Center	1014
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Directors

Accounting and Budgets

Mr. James E. Cooper	122 Administration Center	1050
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Bursar

Ms. Marina A. Grace	114 Administration Center	1055
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Campus Store

Mr. Michael D. Lyons	First Floor Wister Hall	1395
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Comptroller

Mr. Paul V. McNabb	123 Administration Center	1050
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Duplicating and Mail Services	Ms. Linda Ferrante	McCarthy Stadium East Stands	1534
Food Service	Mr. Stephen C. Greb	La Salle Union Lower Level	1388
Human Resources	Ms. Susan Rohanna	103 Administration Center	1013
Physical Facilities	Mr. Hubert A. Thomas	Physical Facilities	1315
Purchasing	Ms. Nancy Lee Moore	124 Administration Center	1863
Security and Safety	Mr. Robert J. Levins	Peale Estate — Carriage House	1310

DEVELOPMENT

Vice-President for Development

Dr. Fred J. Foley, Jr. 403 Administration Center 1540

Directors

Alumni	Mr. George J. Dotsey	First Floor Benilde Hall	1535
Annual Fund	Ms. Felicia Gordon	406 Administration Center	1539
Career Planning	Mr. Louis A. Lamorte, Jr.	414 Administration Center	1075
Community Affairs	Br. Andrew Bartley, F.S.C.	405 Administration Center	1881
Development	Br. Charles E. Gresh, F.S.C.	407 Administration Center	1539
Government Affairs	Mr. Edward A. Turzanski	232 Wister Hall	1391

ENROLLMENT SERVICES

Vice President for Enrollment Services

Mr. Raymond Ricci Peale Estate 1079

Directors

Admissions and Financial Aid	Mr. Christopher P. Lydon	Administration Center	1500
Financial Aid	Ms. Wendy McLaughlin	209 Administration Center	1070
Institutional Research	Dr. Stephen W. Thorpe	Peale Estate	1428
Public Relations	Mr. Raymond E. Ulmer	Benilde Hall, Second Floor	1081
Registrar	Mr. Dominic Galante	301 Administration Center	1020



PUZZLED?

La Salle Has The Answers!

QUESTION
PERSON/PLACE
☒ LOCATION
☐ EXTENSION

Continuing Studies

See your advisor or OCS secretary

☐ 1235

Nursing

Ms. Mary Ledva

Assistant Dean

Wister Hall - Mezzanine

☐ 1646

ABSENCE FROM EXAMS

See your individual Instructor

ACADEMIC ADVISING

Department Chairs

☐ See La Sallians to Know Section

Arts and Sciences

Dr. Samuel Wiley

Associate Dean

☒ 310 Administration Center
☐ 1042

Mr. Harry McManus

Assistant Dean

☒ 310 Administration Center
☐ 1042

Business Administration

Ms. Susan Mudrick

Assistant Dean

☒ 214 Administration Center
☐ 1040

ADDING COURSES

Registrar's Office

☒ Third Floor Administration Center
☐ 1020

ADULT CHILDREN OF ALCOHOLICS

Philadelphia

A.A./ALANON

☐ 545--4023

Campus Contact

Dr. Robert Chapman

☐ 951-1355

ACADEMIC CLUBS/ACTIVITIES

Department Chair

☐ See La Sallians to Know Section

ACADEMIC DISCOVERY PROGRAM

Mr. Robert Miedel

Director of Academic Discovery
Program

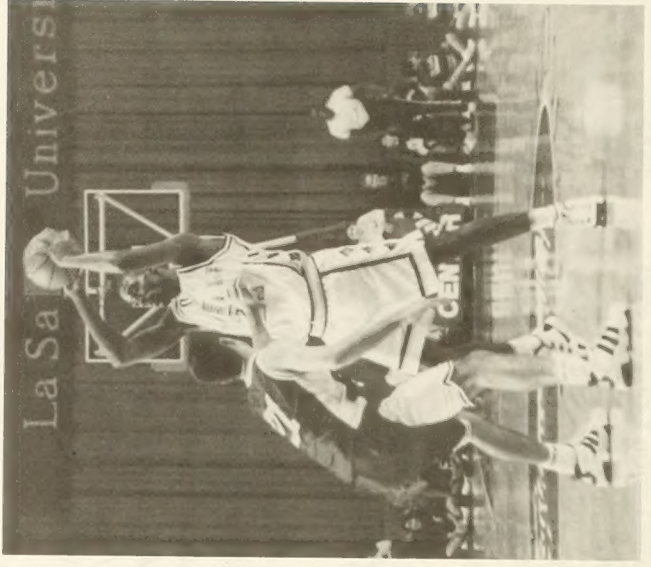
☒ 310 Olney Hall
☐ 1084

ACTIVITIES

Ms. Joy Verner

Assistant Director of Student Life

☒ 205 La Salle Union
☐ 1371



ALCOHOL AND DRUG PROGRAM

Dr. Robert Chapman
Alcohol and Other Drug Program
 Coordinator
☒ Counseling Center, First Floor
 McShain Hall
☐ 1355

ALCOHOLICS ANONYMOUS

Philadelphia
☐ 545-4023 (24 hours)
 Campus Contact
☐ 923-0917
 (a member of the La Salle community)

ARMY R.O.T.C.

Capt. James Bates
 Campus Director
☒ McCarthy Hall (West), Rm. 100
☐ 1365



BASKETBALL TICKETS

Season Tickets
 Mr. Peter D'Orazio
Athletic Department
☒ 102 Hayman Hall
☐ 1999
 Individual Game Tickets
 Ms. Ann Marshall
Information Center
☒ First Floor La Salle Union
☐ 1375

BECOMING A CATHOLIC (RCIA Program)

☐ See Campus Ministry

CAMPUS MINISTRY

Br. Charles Echelmeier, F.S.C.
Director of Campus Ministry
 Rev. Francis Berna, O.F.M.
☒ First Floor College Hall
☐ 1048

CAMPUS STORE

Mr. Michael D. Lyons
 Manager
☒ First Floor Wister Hall
☐ 1395

CAREER COUNSELING

Career Planning
☒ Fourth Floor Administration Center
☐ 1075

CATERING

Ms. Susan Dunham Skinner
☒ La Salle Union Lower Level
☐ 1419

CHANGE OF ADDRESS, PHONE NUMBER, AND/OR NAME

Registrar's Office
☒ Third Floor Administration Center
☐ 1020

CHANGE OF MAJOR

☐ See Academic Advising

COMMENCEMENT ACTIVITIES

Ms. Kathleen Schrader
Director of Student Life
☒ 205 La Salle Union
☐ 1371

COMMUNITY SERVICE LEARNING OPPORTUNITIES

Center for Community Learning

Rosemary Barbera

Director

Laura B. MacDonald

Associate Director

☒ College Hall 122

① 1804

COPIES (Photo Copy Machines)

Duplicating Department

☒ Lobby

☒ Library

☐ Every floor (Coin or Card Operated)

CONTINUING EDUCATION FOR WOMEN (CEW)

☒ Benilde Hall

① 1060

COMMUTER ISSUES

Ms. Joy Verner

Assistant Director of Student Life

☒ 205 Union Building

① 1371

COUNSELING/PERSONAL ISSUES

Dr. Peter Filicetti

Director of Counseling Center

☒ First Floor McShain Hall

① 1355

DEGREE REQUIREMENTS

☐ See Academic Advising

DIPLOMA INFORMATION AND DISTRIBUTION

Registrar's Office

☒ Third Floor Administration Center

① 1020

DISABLED STUDENT CONCERNS

Ms. Rose Lee Pauline

Affirmative Action Officer

☒ 102 Administration Center

① 1014

DISCIPLINARY/JUDICIAL MATTERS

Ms. Nancy Brewer

Dean of Students

☒ 307 Administration Center

① 1374

DROPPING COURSES

Registrar's Office

☒ Third Floor Administration Center

① 1020

DESKTOP PUBLISHING

Mr. Gervasio Ramirez

Desktop Specialist

☒ 200 Olney Hall

① 1907

DUPLICATING

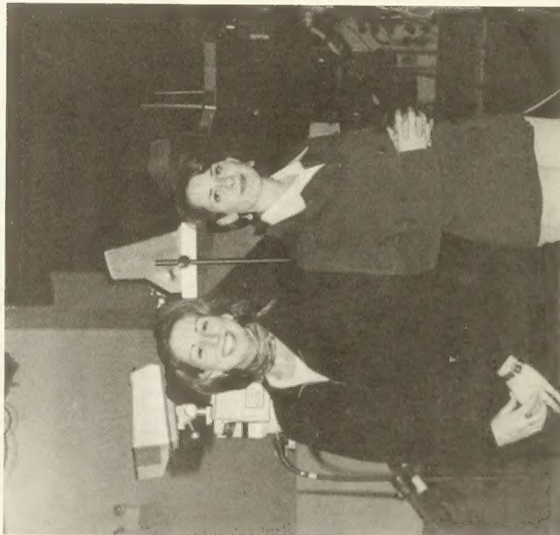
Ms. Linda Ferrante

Director of Mail and

Duplicating Services

☒ McCarthy Stadium East Stands

① 1038



EMERGENCIES

Medical

Ms. Laura McKenna

Director of Student Health Services

☒ Student Health Services, Adjacent to North Halls
① 1565

Germantown Hospital and Medical Center

☒ Penn and Wister Streets
① 951-8000

Albert Einstein Medical Center

☒ York and Tabor Roads
① 456-7890

Security

Department of Security and Safety

☒ Carriage House ---- Peale Estate
① 1111



EXPERIENTIAL OPPORTUNITIES

Career Planning

☒ 410 Administration Center
① 1075

FINANCIAL AID

Ms. Wendy McLaughlin

Director of Financial Aid

☒ Second Floor Administration Center
① 1070

FITNESS CENTER

Mr. Edward Lawless

Director of Binns Fitness Center

☒ Rear Annex, St. Neumann Hall
① 1556

FOOD SERVICES

Mr. Stephen Greb

Director of Food Services

☒ La Salle Union Lower Level
① 1388

GOLD CARD ACCOUNT OFFICE

Mr. Joseph L. Smallberger

Gold Card Account Manager

☒ La Salle Union ---- Lower Level
① 1LSU

GRADES

Individual Instructors

Department Chairs

See La Sallians to Know Section

Academic Deans

See La Sallians to Know Section

Registrar's Office

☒ Third Floor Administration Center
① 1020

GRADUATE SCHOOL INFORMATION

Career Planning

☒ Fourth Floor Administration Center
① 1075

HEALTH PROBLEMS — Information

Ms. Laura McKenna

Director of Student Health Services

☒ Adjacent to North Halls
① 1565

HONORS PROGRAM

Mr. John Grady

Director of Honors Program

☒ Lower Level McShain Hall
① 1360

HOUSING

Campus

Mr. Ronald Diment

Director of Resident Life

☒ Resident Life Office, North Halls
① 1550

Off-Campus

Resident Life Office

☐ North Halls
① 1550

HUMANITIES LABORATORY (Language Laboratory)

Mr. William McBride

Director of Humanities Laboratory

☐ 200 Olney Hall
① 1203

IDENTIFICATION CARDS

Gold Card Account Office

☐ La Salle Union — Lower Level
① 1LSU
(After hours, go to Security)

INSURANCE INFORMATION

Health Insurance

Ms. Laura McKenna

Director of Student Health Services

☐ Adjacent to North Halls
① 1565

INSURING PERSONAL PROPERTY

See Housing

INTERCOLLEGIATE ATHLETICS

Mr. Robert Mullen

Director of Recreation and

Intercollegiate Athletics

☒ 217 Hayman Hall
① 1516

INTERNATIONAL STUDENT SERVICES

**Ms. Elaine O'Halloran Mshomba,
J.D.**

Director of International Education

☒ St. Neumann Hall
① 1948

INTERNSHIPS

See Experiential Opportunities

INTERVIEWS (On-Campus)

Mr. Louis A. Lamorte, Jr.

Director of Career Planning

☐ 414 Administration Center
① 1075

INTRAMURALS

Mr. Peter D'Orazio

Director of Intramurals

☒ 102 Hayman Hall
① 1545

JEWISH LIFE ON CAMPUS

See Campus Ministry

JOBS

On-Campus (Work Study or Budget)

Financial Aid Office

☒ Second Floor Administration Center
① 1070



Off-Campus (Professional, Summer, or Part-time)

Career Planning

- ☒ Fourth Floor Administration Center
- ① 1075
- 1733 (24 hour Telephone Jobline)

LA SALLE-IN-EUROPE

Dr. Bernhard Blumenthal

Director, La Salle-in-Europe

- ☒ 241 Olney Hall
- ① 1200

LIBRARY

Circulation

- ☒ First Floor
- ① 1292

Director

- ☒ Second Floor
- ① 1285

Inter-Library Loan

- ☒ First Floor
- ① 1287

On-line Services

- ☒ First Floor
- ① 1287

Media Services

- ☒ Lower Level
- ① 1295

Reference

- ☒ First Floor
- ① 1287

**LITURGY AND
LITURGICAL MINISTRIES**

☒ See Campus Ministry

**LOCKERS (Williamson
Lounge)**

Information Center

- ☒ First Floor La Salle Union
- ① 1375

LOST AND FOUND

Campus

Information Center

- ☒ First Floor La Salle Union
- ① 1375

Residence Halls

Resident Life Mailroom

- ☒ North Halls Complex
- ① 1550

MAIL

Faculty/Administration/Student Organizations

University Mailroom

- ☒ McCarthy Stadium East Stands
- ① 1038

Resident Students

Resident Life Mailroom

- ☒ North, South, and West Halls' Mailrooms
- ① 1550

**MULTICULTURAL
STUDENT SERVICES**

Ms. Rochelle Peterson

Director

- ☒ St. Neumann Hall
- ① 1948

OFF-CAMPUS PROGRAMS

Office of Continuing Studies

- ☒ Benilde Hall
- ① 1234

PASS/FAIL OPTION

Registrar's Office

- ☒ Third Floor Administration Center
- ① 1020



PAYROLL/HUMAN RESOURCES

Ms. Susan Rohanna

Director of Human Resources

☒ First Floor Administration Center
① 1013

PERSONAL, ACADEMIC, AND CAREER COUNSELING

Counseling Center

☒ First Floor McShain Hall
① 1355

REASONABLE ACCOMMODATION REQUESTS

Ms. Rose Lee Pauline

Assistant Vice President for Business Affairs and Affirmative Action Officer

☒ First Floor Administration Center
① 1014

REFUNDS OF CREDIT BALANCE ON STUDENT ACCOUNTS

See Financial Aid

RESUMES

Consulting

Career Planning

☒ Fourth Floor Administration Center
① 1075

Typesetting

Desktop Publishing Center

☒ 200 Olney Hall
① 1907

Printing

Duplicating and Mail Service

☒ McCarthy Stadium East Stands
① 1038

RETREATS

See Campus Ministry

ROOM RESERVATIONS

Meeting Rooms

Ms. Ann Marshall

Information Center (fill out form)

☒ First Floor La Salle Union
① 1375

Lounges (Residence Halls)

Ms. Maria Durkin

Resident Life Office (fill out form)

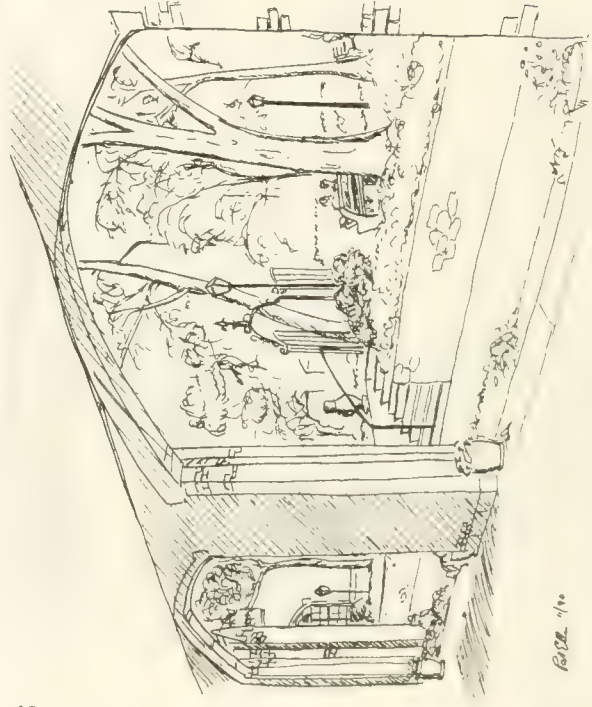
☒ North Halls Complex
① 1550

SECURITY and SAFETY

Mr. Robert J. Levins

Director of Security and Safety

☒ Carriage House ---- Peale Estate
① 1310



Boyle 1/10

SNOW NUMBER – WKYW 1060 am

DAY DIVISION – #105

EVENING DIVISION – #2105

STUDENT ORGANIZATION INFORMATION

Mr. Dwight L. Homan

Assistant Director of Student Life

☒ 205 La Salle Union
① 1371

SUMMER SESSIONS

Ms. Anna Allen

Associate Director of Admission

☒ Second Floor Administration Center
① 1500

SUPPLIES

☐ See Campus Store

TEXTBOOKS

☐ See Campus Store

TRANSCRIPTS

Registrar's Office

☒ Third Floor Administration Center
① 1020

TRANSFER OF CREDITS

☐ See Academic Advising

TUITION PAYMENTS

Bursar

☒ 114 Administration Center
① 1055

TUTORING

Academic Discovery

Mr. Burton Sternthal

Coordinator of Tutorial Services

☒ 312b Olney Hall
① 1084

Mathematics & Computer Science
Tutoring

☒ 112 Olney Hall
① 1130

Writing

Dr. Mary C. Robertson

Director, Sheekey Writing Center

☒ 203 Olney Hall
① 1299

VENDING

FOOD and BEVERAGES

See Food Services

VIDEO GAMES (Residence Halls),
Laundry Refunds

Housing Services Window

☒ North Halls Complex
① 1550

VIDEO GAMES (Clubroom)
Information Center

☒ La Salle Union
① 1375

VOLUNTEER OPPORTUNITIES

See Community Service
Learning Opportunities

WITHDRAWAL FROM THE UNIVERSITY

See Academic Advising

WORK STUDY PROGRAM

Application and Placement

See Financial Aid

Placement in community service jobs

See Community Service

Learning Opportunities

YEARBOOK

Editor

☒ 300 La Salle Union
① 1380

Student Services

Alcohol and Other Drug (AOD) Program

Factual information about alcohol, other drugs, and their use and abuse is hard to come by. As a result, myths, half-truths, misinformation, and rumor often influence an individual's decisions about using alcohol and/or other drugs.

Resource Center:

A resource center is located in the Counseling Center to assist students, staff, and faculty with papers, projects, or research being conducted regarding alcohol, other drugs,

Peer Education:

Student volunteers work with other students providing information about alcohol and other drugs. The goal is to heighten awareness about the impact alcohol and other drugs may have on all areas of an individual's life so that he/she can make informed choices.

Peer Educators will attend a series of educational workshops providing them with necessary background information about alcohol and other drug use and abuse.

Art Museum

The Art Museum at La Salle University opened its doors in 1976 as a cultural resource for the neighborhood surrounding the University and the University's own students. Its art collection represents the only permanent display of paintings, drawings, and sculpture of the Western tradition offered by a college museum in the area. An objective of the Museum is to develop a comprehensive collection that documents the major styles and themes of Western art since the Middle Ages.

Museum Associates

The Museum Associates is a volunteer student organization which draws its members from all academic fields of the

It is the mission of this program to provide accurate information about psychoactive substances, educate the La Salle community about the realities of alcohol and other drug use, and provide referral and/or treatment for problems associated with abuse.

or related issues. Access to international computer bulletin boards regarding AOD issues is available.

Once training is completed, Peer Educators will work in pairs or small groups to plan and implement workshops, social functions, and/or other alternate activities.

❖ Counseling Center, McShain Hall

Monday-Friday 8:30 a.m.-4:30 p.m.

and by appointment

951-1355

In addition to the paintings on permanent exhibit, the Museum has a collection of Old Master prints and drawings from the nineteenth and twentieth centuries. Selections from these works, often supplemented by loans from other museums, make up temporary exhibitions held four or five times a year. The Museum's educational programs are increasingly interdisciplinary and supplement the humanities, social sciences, and other departments. An audio-taped tour of the museum is available to all students, free of charge.

University. They play an integral part in the operation of the Museum and enrich the cultural life of the community through sponsored events.

Members are asked to volunteer one free period each week to assist in the daily operation of the Museum. Students may join at any time by stopping in at the Art Museum and signing up at the front desk or by calling 951-1221.

Athletics

La Salle University is committed to a strong and far-reaching athletic program. A commitment strengthened by its move into the Atlantic 10 Conference starting with the 1995-96 season. The conference has access to six NCAA Tournaments in the sports of men's and women's basketball, volleyball, men's soccer, baseball and softball.

La Salle University sponsors twenty-three (23) varsity sports and several club teams. In addition, the cheerleaders, dance team and pep band are affiliated with the intercollegiate athletics' program.

❖ Hayman Hall - Room 217

Monday-Friday 8:30 a.m.-5:00 p.m.
951-1516

❖ Olney Hall — Lower Level

Tuesday-Friday 11:00 a.m.-4:00 p.m.
Sunday 2:00 p.m.-4:00 p.m.
Group tours by special arrangement
Free Admission
951-1221

Audio-Visual Services

Audio-Visual Services aids students in the understanding, use, and production of course-related audio-visual materials, i.e., overhead transparencies, audio tapes, videotapes, and slides. In addition, the department helps students reserve and schedule specific equipment needed for classroom presentations. Students who want to enhance a classroom presentation should make an appointment to receive assistance.

More detailed information concerning the equipment and services of this department can be found in the *Audio-Visual Services* brochure available in the department.

❖ Olney Hall — Room 119

Monday-Thursday 8:15 a.m.-10:00 p.m.
Friday 8:15 a.m.-4:30 p.m.
Saturday 8:45 a.m.-4:45 p.m.
951-1220



Backstage

This unique on-campus meetingplace provides the best in literary readings, theater arts, acoustical performances, comedy shows, and the best in national and local bands. Students, faculty, and staff are all invited to come and enjoy the fine food and beverages of Intermissions while relaxing to the sights and sounds of this versatile entertainment venue. The La Salle community is encouraged to offer programming suggestions and is invited to sponsor events through the Backstage Programming Activities Committee. Interested individuals or groups should contact the Assistant

Director of Student Life for Activities Programming in the Student Life Office at extension 1371.

❖ Backstage

Monday & Tuesday
Wednesday & Thursday
Friday & Saturday
Sundays

Closed (unless otherwise publicized)
8:00 p.m. to 12:00 a.m.
8:00 p.m.-1:00 a.m.
Closed

Barber Shop

Pete Paranzino has been operating the La Salle Union Barber Shop since 1939. Students, faculty, and administrators are all invited to use the barber's services.

❖ La Salle Union — Lower Level

Monday-Friday 1:00 p.m. - 6:00 p.m.
951-1229

Bursar

The Bursar's Office accepts payment for tuition, room and board expenses, fines, damage charges, instructional materials payment vouchers (IMPV's), as well as deposits for the Gold Card. Stafford Loan checks are endorsed in the Bursar's Office.

Student organizations can make deposits and withdrawals from their accounts in the Bursar's Office. Withdrawals are limited to \$50.00 per day and must have proper authorization.

❖ Administration Center — First Floor

September-May

Monday-Friday 9:00 a.m.-3:00 p.m.

(June-August closes Friday at 2:30 p.m.)

951-1055



Campus Ministry

Campus Ministry at La Salle is people, a place, programs and, most importantly, a presence within the community. It is rooted in the University's Catholic heritage and its commitment to a broad range of human and Christian values.

Campus Ministry can provide experiences which expand horizons, invite exploration, and engender growth for which all strive as persons of integrity.

Campus Ministry seeks to minister, and enable others to minister, to those on campus and beyond. Campus Ministry holds a basic belief that ministry is an expression of God with us, in us, and through us — we seek to live that kind of life and invite others to do the same.

Campus Ministry encourages involvement in all appropriate liturgical ministries, celebrations of the Eucharist, and other Sacraments including Reconciliation, retreats, discussion groups, prayer groups, and other similar programs. We also encourage membership in organizations such as Amnesty International, the National Catholic Student Coalition, the National Catholic Social Justice Lobby, the Jewish Campus Alliance; and we strongly encourage members of the community to participate in the many outreach programs sponsored by the Center for Community Learning. Campus Ministry is also home to La Salle University's Project on Justice and Society.

Campus Store

The Campus Store is located on the first floor of Wister Hall. All books, required or recommended for classes, are available in the self-serve textbook area. The expanded general book department provides reference books, best sellers, new releases, and other titles chosen to appeal to the University community. A large selection of La Salle sportswear is available in the clothing department. In addition, the Campus Store supplies stationery, greeting cards, gifts, CD's, and tapes.

❖ **Wister Hall — First Floor**

Monday–Thursday 9:00 a.m.–7:00 p.m.

Friday 9:00 a.m.–3:30 p.m.

Extended hours for textbook sales at the beginning of each semester.

951-1395 (Customer Service)

951-1397 (Textbook Desk)



Career Planning

Career Planning assists La Salle students and alumni in their career planning and employment activities. The following are among the many services:

Career Counseling provides the opportunity to formulate or discuss educational plans and vocational goals on a one to one basis with a career counselor.

Career Exploration and World of Work Programs have been designed to help span the gap between the classroom and the work world through on-site observations and informal discussions with a variety of professionals and potential employers.

Job Hunting Workshops, covering such topics as resume writing and interviewing techniques, provide students with the practical skills needed for obtaining employment.

On-Campus Interviews during the senior year allow students to meet with prospective employers and interview for full-time positions.

Credential Education Service enables education majors to establish a complete record of their university careers including, references, transcripts, and student teaching evaluations which can be sent upon request to any school district.

Career Expo, held annually in March, offers students of all majors an opportunity to network with potential employers. In this job fair format students gather information about potential career opportunities, learn

Car Trouble

The Department of Security and Safety has jumper cables that students can borrow or they can use Security's "hot start" battery.

Center for Community Learning

The Center for Community Learning carries out the Mission of La Salle University to "prepare students for informed service and progressive leadership in their communities," and to assist La Salle community members to "openly bear witness to their convictions on world peace and social justice."

about job openings within these organizations, and submit their resume for full-time, internship and summer positions. Representatives from business, industry, social services agencies, government, educational institutions, and non-profit organizations participate in Career Expo each year.

Career Resource Center contains information about potential employers, various career fields, and graduate and professional schools.

Experiential Opportunities allow students to gain work experience related to their field of study. Academic credit can be earned by **interning** 10 - 15 hours a week for a semester or **co-opting** full-time, on a paid basis, for a period of 3 to 6 months. Either option gives students the opportunity to gain valuable work experience *before* graduation.

Summer Jobs Program gives undergrads a unique opportunity to contact and submit their resumes to area employers for summer jobs.

Summer, Part-time, and Permanent Employment Announcements are available to both students and alumni.

❖ Administration Center — Fourth Floor

Monday–Thursday 8:30 a.m.–7:30 p.m.

Friday 8:30 a.m.–4:30 p.m.

951-1075

951-1733 (24 hour Telephone Jobline)

❖ 24-hours

951-1300

The Center does this by offering a variety of opportunities to members of the La Salle community to become involved in community service. Many of these opportunities are carried out in collaboration with the community service programs of the Campus Ministry Center. Community service activities are both curricular and co-curricular and can be designed to meet

each person's needs. These activities provide leadership for students and involve members of the La Salle community in working for social change.

The staff of the Center works with La Salle students, staff and faculty, as well as with community partners, to establish and facilitate programs in the community which meet real needs. The staff also help in the selection of short- and long-term community service placements, locally, across the United States and internationally. And, the staff of the Center works with students to plan and carry out the Chile Service Project, which brings members of the La Salle community to Santiago, Chile, over the winter break to do service and participate in a cultural immersion program.

Through the Center for Community Learning, students may use their work-study award at an off-campus community site. Placements include:

Clubroom

The Clubroom is a recreational area for students to play both classic and the latest video arcade games. A change machine is available. Contact the Union Information Center if you have any questions or concerns.

Continuing Education for Women (CEW)

The Continuing Education for Women (CEW) Program at La Salle is designed to ease the transition into the University for adult women who wish to begin or resume their college education. Although this program is administered through the Office of Continuing Studies, women may enter as Office of Continuing Studies or Day Division students. Any woman, 24 years of age or older, who has a high school diploma or equivalent, is eligible to apply to this program.

CEW has been a popular and successful educational program at La Salle because of the counseling, direction, and sense of support the women receive. In the CEW program, students receive intensive academic and career counseling both upon enrollment and throughout their participation in the program. Students are invited to orientation programs which focus on study skills and other "survival techniques" for succeeding

tutoring in the Philadelphia prisons; working at a soup kitchen; tutoring after-school; mentoring area children and teens; working with people living with AIDS; alternative break projects like Project Appalachia, and many others.

The staff of the Center looks forward to working with members of the La Salle community to improve, enhance and expand community service at La Salle University.

- ❖ College Hall 122 (Lower Level, across from Archives)
951-1804

- ❖ La Salle Union — Lower Level

Monday-Thursday 8:30 a.m.-9:00 p.m.

Friday 8:30 a.m.-12:00 p.m. & 4:00 p.m.-12:00 a.m.

Saturday 2:00 p.m.-12:00 a.m.

Sunday 2:00 p.m.-4:30 p.m.

951-1375 (Union Information)

at the University and to workshops on various topics of interest, including "Multiples Role of Women" and "The Juggling Act". Besides being informative, CEW programs and workshops bring the students together, creating an informal network or community for support.

After successfully completing fifteen (15) credits of academic course work, the transition to La Salle has been accomplished and students transfer out of the CEW program into the general student population.

- ❖ Office of Continuing Studies
Benilde Hall
Monday-Friday
951-1060

Convenience Store ---- The "L" Stop

The Convenience Store is located at the entrance to the Campus Store. It provides a full line of candy, snacks, beverages, ice cream, and many grocery products. It also stocks magazines and newspapers.

- ❖ Wister Hall --- First Floor
Monday-Saturday
8:00 a.m.-10:00 p.m.
Sunday
2:00 p.m.-10:00 p.m.
951-1689

Counseling Center

Being a college student in the 90's is no simple matter. With that in mind, the Counseling Center offers a wide variety of services to assist students in dealing with the many challenges, changes, and choices that the college years bring. The Counseling Center staff can meet a broad spectrum of student needs ranging from simple requests for information to serious psychological concerns.

For students uncertain about majors or careers, the staff can assist in exploring the many options and in making decisions based on interests, values, and capabilities. FOCUS, a computerized career exploration program, and the Strong Interest Inventory are two of the tools that can help in that process.

The Center also offers personal counseling to help students identify, clarify, and resolve issues of importance. This may involve building self-esteem, improving communication skills, overcoming shyness, and reducing stress. Psychiatric consultation is available when particularly severe problems occur. In addition to individual counseling, the Center also conducts group sessions on a variety of topics. Management of test anxiety, assertiveness, overcoming shyness, self-esteem enhancement, and reduction of procrastination are a few of the recent group programs.

All Graduate Students seeking services offered by the Counseling Center as an accommodation under Section 504 of the Handicapped Act or the Americans with Disabilities Act or any other legal requirement, will receive such services as authorized by the University's Affirmative Action Officer for the length of time required to fulfill the need.

The Counseling Center is staffed by experienced, licensed psychologists, an alcohol and other drug counselor, and doctoral counseling interns. Students can schedule appointments by coming to the Counseling Center or by calling the office. In the case of an emergency, students can be seen without scheduled appointments.

The Counseling Center staff maintains strict **professional standards of privacy and confidentiality**. Information about contacts with a counselor will be released only with written consent or as may be required by law.

- ❖ McShain Hall --- First Floor
Monday-Friday 8:30 a.m.-4:30 p.m.
951-1355

Dan Rodden Theater

Located off the main lobby on the first floor of the La Salle Union, the theater is the site of many programs. The drama organization (the Masque) presents at least one production here each semester. Many entertainment activities are also produced in the theater. Policies on student

organization use of the facility are detailed in the *Student Handbook* under General Student Policies. Further information and reservation forms are available at the Union Information Center (ext. 1375).

Financial Aid

The Financial Aid Office provides information concerning the various sources of assistance (i.e., grants, loans, and employment) available to La Salle students. In addition, the office provides counseling services on completing yearly applications as well as special financial circumstances. The following is a list of important dates to help ensure the best financial assistance:

AUGUST

Bills are mailed to students at the beginning of August. Payment is due by the first day of class.

SEPTEMBER

Fall invoices are due.

The Common Scholarship Application for all scholarships administered by the University is available in the Financial Aid Office. The suggested deadline is November 1st.

NOVEMBER

Students will be notified to sign their spring Federal Perkins Loan Promissory Notes in the Financial Aid Office before the Thanksgiving holiday.

DECEMBER

Spring invoices are mailed the beginning of the month and invoices are due the first day of Spring classes.

JANUARY

Institutional aid applications for the 1997-98 academic year are mailed

to all students at their permanent addresses.

Students who have not already received a Free Application for Federal Student Aid (FAFSA) or FAFSA Renewal application should obtain a copy from the Financial Aid Office.

Students are advised to investigate alternative funding sources through local lending institutions, community service organizations, churches, and men's and women's clubs. The Financial Aid Office has information on outside scholarships. Students should check the office for application requirements and deadlines.

FEBRUARY

Students should begin completing and submitting all aid applications to ensure prompt and thorough consideration for financial assistance. Questions regarding application procedures should be directed to the Financial Aid Office.

MARCH

MARCH 15TH IS THE APPLICATION DEADLINE FOR ALL LA SALLE UPPER CLASSMEN. The FAFSA application must be received by the federal processor by March 15th. Students should **hand deliver** the La Salle Institutional Aid Application to the Financial Aid Office by March 15th. Students who file the Institutional Aid Application by March 15th will be considered for any institutional aid including Federal Supplemental Educational Opportunity Grants (SEOG), Federal Perkins Loans, Federal Work Study, La Salle Grants, and Christian Brother Grants. Applications received after March 15th will be considered for institutional aid on an "as available" basis.

MAY

Renewal applications for the Federal Stafford Loan are mailed by the lending institutions. Students who do not receive renewal applications should contact their lenders. It is important that

- ❖ Administration Center - Second Floor
Monday-Friday 8:30 a.m. - 4:30 p.m.
One night each week until 6:15 p.m.
951-1070

students file the Federal Stafford Loan application at this time at this time to avoid delay in processing for the fall semester. All students must file a FAFSA application before the Federal Stafford Loan will be processed.

JUNE

Financial aid is packaged and students are notified of their awards by mail. Signed award letters, accepting or rejecting the aid offers, must then be returned to the Financial Aid Office within two (2) weeks.

Federal Stafford Loan applications should be submitted by June 15th to ensure that loan funds will be received by La Salle in time to be used toward payment of fall invoices.

JULY

Promissory notes will be mailed to all students awarded a Federal Perkins Loan. Forms should be read, completed, and returned to the Financial Aid Office by the reply date in time to credit the students' accounts.

Fitness Center (James J. Binns)

Adjacent to the St. Neumann Residence Halls is the James J. Binns Center. Included in the Fitness Center is an extensive array of nautilus, universal and free weight apparatus. Cardiovascular exercise equipment, rowing machines and exercise bicycles are also available. There are also two small locker rooms but no showers.

❖ James J. Binns Fitness Center
951-1556

Daily Operating Schedule-11:00 AM-8:00 PM

Food Services

La Salle is able to provide a full range of food services to members of the campus community by independently operating a 550 seat cafeteria (North Dining), a Food Court, a restaurant (Intermissions), a night spot (Backstage), and full range of catering and vending services.

Students living in a residence hall are required to participate in one of the following meal plans:

The 10 Plus \$75 or 12 Meal Plan: These economy plans provide a limited range of services which include any combination of breakfast, lunch or dinner in the North Dining Complex Monday through Friday and the plus plan includes \$75 in a special food account.

The 7, 10, 12 or 15 Meal Plus Plans: These plans offer both "all-you-can-eat meals" in North Dining as well as a la carte plus dollars for purchases in the Food Court during the week and on weekends.

Students living in a townhouse or apartment are welcome to participate in any of the above plans or the optional 5 Meal Plan.

❖ Food Services Office
La Salle Union — Lower Level
Monday-Friday 8:30 a.m.-4:30 p.m.
951-1388

<u>HOURS OF OPERATION</u>			
North Dining	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
Monday-Friday	7:30-10:30	11:00-2:30	4:30-7:15
Saturday & Sunday	Closed	Closed	Closed
North Dining accepts "meals," special food account, Gold Card, or cash as a means of payment.			
Union Food Court	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
Monday-Thursday	7:30-10:30	11:00-2:00	4:30-8:00
Monday-Tuesday			8:00-10:30
Friday	7:30-10:30	11:00-2:00	Closed
Saturday	7:30-10:30	11:00-2:30	4:30-6:30
Sunday		10:30-2:30	4:30-10:30
Food Court accepts special food account, Gold Card, or cash as a means of payment.			
Intermissions	<u>Lunch</u>	<u>Dinner</u>	<u>Late Night</u>
Monday	10:30-2:30	closed	closed
Tuesday	10:30-2:30	closed	closed
Wednesday	10:30-2:30	8:00-12:00	
Thursday	10:30-2:30	8:00-12:00	
Friday	10:30-2:30	8:00-1:00	
Saturday	Closed	8:00-1:00	
Sunday	Closed	Closed	Closed

Intermissions accepts special food account, Gold Card, or cash as a means of payment. Intermissions and Backstage is closed on Monday and Tuesday nights; however, Backstage is open periodically for special events.

Hayman Hall

The primary purpose of the Department of Recreation and Intercollegiate Athletics is to meet La Salle University's physical fitness needs through a variety of athletic, intramural, and recreation programs. In meeting this need, Hayman Hall offers the use of the following physical facilities:

Third Floor

- ★ 1/12 of a mile suspended indoor running track
- ★ completely equipped weight room of Olympic style free weights and Universal equipment
- ★ three (3) 94' x 50' basketball floors or six (6) 65' x 45' small floors
- ★ two (2) regulation volleyball courts

Second Floor

- ★ office level but includes wrestling room equipped with gym floor and free exercise mat

First Floor

- ★ pool level --- six (6) lane, twenty-five (25) yard pool
- ★ diving well with two (2) three meter and two (2) one meter diving boards

Lower Level

- ★ locker room level
- ★ equipment room with check-out desk
- ★ squash courts (2 singles and 1 double)
- ★ training room

Athletic Fields and Other Facilities:

- ★ Adjacent to Hayman Hall is the Belfield Tennis Complex with six (6) tiered lighted tennis courts.
- ★ McCarthy Stadium features a soccer field surrounded by a six lane, one-quarter (1/4) mile all weather track.
- ★ DeVincent Field includes the baseball and field hockey fields.
- ★ Adjacent to Good Shepherd are the Intramural Athletic Fields.

La Salle offers a wide range of recreational and competitive athletic activities. There is an appropriate level of activity for nearly every La Salle student, faculty member, and staff member ranging from varsity competition to free recreation. In addition, there are popular instructional programs offered in Aerobic Dance, Karate, Swimming, Lifesaving, and CPR.

OPERATING SCHEDULE

Gymnasium	Monday-Thursday	12:00 p.m.-9:30 p.m.
	Friday	12:00 p.m.-8:30 p.m.
	Saturday-Sunday	12:00 p.m.-5:00 p.m.
Pool	Monday-Friday	12:00 p.m.-2:30 p.m.
	Monday-Thursday	7:00 p.m.-9:00 p.m.
	Friday	7:00 p.m.-8:00 p.m.
	Saturday-Sunday	1:00 p.m.-4:00 p.m.
Squash Courts	Monday-Thursday	9:30 a.m.-9:30 p.m.
	Friday	9:30 a.m.-8:30 p.m.
	Saturday-Sunday	12:30 p.m.-4:30 p.m.
Tennis Courts	Daily	7:30 a.m.-9:30 p.m.

A current and valid student, staff, faculty, or alumni identification card is required for admission.

Building hours may vary due to varsity contests, rental events, inclement weather, or other unforeseen emergencies. Signs will be posted in advance whenever possible.

❖ Hayman Hall Front Desk
951-1527

Housing and Resident Life

La Salle's residence halls offer a unique living experience to the resident student. Combining an urban environment with a closely knit, on-campus community, residential living complements the educational function of the University in a personally rewarding manner. Higher education can be more than a student-teacher relationship and, at its best, is the product of interaction between the members of the entire University community. For the La Salle resident, the opportunities for this interaction are manifold. There is a consequent openness and friendliness among residents at La Salle which is noticeable and genuine.

Residence halls are staffed by live-in undergraduate and graduate students who are trained to serve as helpers, resource persons, activities and

program planners, and building managers. The professional Resident Life Staff is responsible for the educational programs and management functions in the eleven (11) halls and three (3) apartment complexes and is located in the Resident Life Office, North Halls Complex, forty (40) yards west of the 20th Street intersection on Olney Avenue.

Current students who wish to apply for housing should complete an Application for Housing, pay a \$100.00 security deposit in the Bursar's Office, and submit the Application and receipt of deposit to the Resident Life Office, North Halls.

Off-Campus Housing

The Resident Life Office maintains a listing of off-campus housing accommodations and provides helpful advice to students seeking off-campus housing and/or roommates.

❖ North Halls

Monday-Friday 8:30 a.m.-5:00 p.m.
951-1550

Identification Cards

The I.D./Gold Card Account Office issues University photo I.D. cards and is located in the La Salle Union-lower level.

Your La Salle University I.D. card serves as a library card, allows access to meal plans, Gold Card Accounts, and provides entrance to residence areas (commuter students must be signed-in). Your I.D. Card should be carried at all times and must be presented upon request to any University official.

The initial photo I.D. is issued free of charge. However, a fee will be charged in advance for each card issued to replace a lost or stolen card. Damage to I.D. cards due to improper care will also require a replacement fee payable prior to the new card being issued.

Lost or stolen I.D.'s should be reported immediately to the I.D./Gold Card Account Office.

Note: If the I.D./Gold Card Office is closed, lost/stolen cards can be reported to the Department of Security and Safety.

❖ I.D./Gold Card Account Office
La Salle Union — Lower Level
951-1154

❖ Department of Security and Safety
951-1300

Information-Switchboard

The La Salle University operator can be reached 24-hours a day for on-campus phone numbers and connections. Campus telephone problems are also reported to the operator.

❖ 951-1000

Information Technology

Information Technology maintains the University phone system and the computer labs for students to use in conjunction with their homework assignments and classroom projects. La Salle's web site is also maintained by Information Technology; web page submissions may be made through our online submission form at <http://www.lasalle.edu/hpgs/allpgs.htm>.

Computer usage policies are located on page 45, in the policy section of this publication.

- ❖ Computer Science/Business Computer Lab
Wister Computer Complex (Wister Lower Level)
Monday-Thursday 8:00 a.m.-11:00 p.m.
Friday 8:00 a.m.-7:00 p.m.
Saturday 9:00 a.m.-7:00 p.m.
Sunday 12:00 p.m.-7:00 p.m.
951-1803

Summer and holiday hours will be posted in lab areas.

Insurance

Health

Health Insurance is strongly recommended for all students. It is required for international students. Most primary health care services are provided free of charge in Student Health Service during regular office hours. However any hospital, physician specialist, or laboratory testing services provided are the financial responsibility of the student or

Personal Property

Personal property insurance is strongly advised for all resident students. The University is not responsible for damaged, lost, or stolen items from residence hall rooms and apartments. Information on student personal property insurance is available in the Resident Life Office. Some family

their parents. A University endorsed health insurance plan is available for those students not covered by another plan. Enrollment forms may be obtained through Student Health Services.

❖ 951-1565

homeowner's policies will cover property brought to campus. Check with your insurance carrier.

❖ Resident Life Office
951-1550

Intramurals

The Department of Recreation and Intercollegiate Athletics supports a full program of twenty (20) intramural sports or competitions (six men's, six women's and eight co-ed). Nearly 2,500 participants take part in these programs each year.

Intramural Sports

Men: Basketball, 3 on 3 Basketball, Volleyball, Tennis, Flag Football, Softball
Women: Basketball, 3 on 3 Basketball, Volleyball, Tennis, Flag Football, Softball

Judicial Affairs

Judicial Affairs, a part of the Academic Affairs Division, deals with student conduct and the student disciplinary system. The Dean of Students is responsible for the University's judicial system and works with other Academic Affairs staff and the Judicial Board to maintain standards of conduct.

For additional information please refer to the Disciplinary Policies and Procedures section of this handbook.

- ❖ *Administration Center — 307/308*
Monday–Friday 8:30 a.m.–4:30 p.m.
951-1374

La Salle Gold Card Accounts

The University's Gold Card Account (our campus-wide debit card system) offers students the ability to make purchases conveniently all over campus! By depositing funds into a La Salle Gold Card Account the need to carry cash, checkbooks, credit cards, or visits to the automatic teller is eliminated.

The La Salle Gold Card Account is accepted in all dining areas, selected laundry and vending locations, the Campus Store, Textbook Store, the

L-Stop (our convenience store), copiers, and may be used to purchase Masque and basketball tickets.

Your University I.D. serves as the means of access to your La Salle Gold Card Account. Accounts may be opened by depositing funds at the Bursar's Office.

- ❖ *J.D./Gold Card Account Office*
La Salle Union — Lower Level
951-1LSU

La Salle Union

The Union building is one of the centers for campus cultural, recreational, and social activities. The Union houses student organization offices, meeting rooms, a theater, and a game room. The Williamson Lounge, located on the first floor, contains a TV viewing area, and rental lockers. The Information Center handles various ticket sales. Backstage, Intermissions, the Union Food Court, and the Barber Shop are also located

in the building. Student activities ranging from lectures and concerts to theater performances, art exhibits, dances, comedy shows, and other extra-curricular programs take place during the year.

- ❖ *Information Center*
La Salle Union — First Floor
951-1375

- ❖ *Playman Hall — Room 102*
951-1545

Co-ed: Basketball, 2 on 2 Basketball, Volleyball, 4 on 4 Volleyball, Tennis, Indoor Soccer, Swimming, Campus Run

Library

The Connelly Library's collection includes over 350,000 volumes, 1,700 current periodical subscriptions, and over 3,000 audio-visual titles (videotape and discs, audio tapes, and records). Author, title, subject, and keyword access to this collection is available through the Connelly Explorer, the library's computerized catalog. Terminals to the catalog are located throughout the library; the computer can also be accessed 24 hours a day from outside the library using a personal computer, modem, and communications software.

Many of the library's periodical indexes are also available on computers in the library. Individual study carrels, tables seating four, and group study rooms are located throughout the library. An informal study room with vending machines and telephones is located on the ground level. Smoking is not permitted anywhere in the library building.

Reference librarians located at the Information Desk on the first floor are available for help with assignments and consultation on how to use the library's resources.

Students with valid identification cards with bar codes affixed are eligible to borrow books. Identification cards are required to enter the building after 4 p.m. and to check out materials.

Library hours vary during breaks, exam periods, and during the summer. Students should call the library to verify hours. Regular semester hours are:

- ❖ Monday–Thursday 8:00 a.m.–12:00 a.m.
 - Friday 8:00 a.m.–8:00 p.m.
 - Saturday 10:00 a.m.–6:00 p.m.
 - Sunday 12:00 p.m.–12:00 a.m.
- 951-1292

Lost and Found

La Salle Union • • • • •
The Information Center staffs the main campus center for lost and found. A record is kept of all lost items turned in to the Information Center and all items reported missing.

- ❖ La Salle Union — First Floor
 - Monday–Thursday 8:00 a.m.–12:00 a.m.
 - Friday and Saturday 8:30 a.m.–1:00 a.m.
 - Sunday 8:30 a.m.–4:30 p.m.
- 951-1375

Housing Facilities • • • • •
The North Halls mail service window is the residence hall center for lost and found items.

- ❖ North Halls Mailroom
 - Monday – Friday 8:30 a.m. – 5:00 p.m.
- 951-1550



Mailroom and Duplicating Services

General services are available to those student organizations which are funded through the University or have an agency account. *There are no cash sales.*

Student organizations are required to re-apply for a mailbox in September of each academic year. Mail and/or packages (composites, promotional items, and record albums) will be returned to the sender after thirty (30) days. Advisors will be notified of organizations not complying and the groups will lose mailroom privileges.

A RESUME PACKAGE including twenty-five (25) reproductions, blank sheets, and envelopes is available at a cost of \$10.00 (payable in advance by check made out to "La Salle University"). Allow three (3) working days for completion.

- ❖ McCarthy Stadium — East Stands
Monday — Thursday 8:00 a.m.—6:00 p.m.
Friday 8:00 a.m. — 3:00 p.m.
951-1038

Mailroom ---- Resident Services

All resident students receive mail at the North, West, or South mailroom. Mail is delivered Monday through Friday. When school is in session, each of the three resident mailrooms are open. Each resident is assigned a mailbox with a combination. To assure proper delivery to the student residences, a correct address includes five elements:

1. Resident's Name
2. Residence Building and Room/Apartment Number
St. Miguel Court, St. Teresa Court, La Salle Apartments and St. John Neumann residents each have individual mailboxes. A letter suffix (-a, -b, -c, -d, -e) after the room/apartment number is required to assure delivery to these mailboxes. In other buildings roommates share the mailbox for their room address.

3. La Salle University, North or South or West Complex (based upon locations below)
North: Sts. Albert, Bernard, Cassian, Denis, George, Jerome, Hilary, and Katharine Halls; La Salle Apartments; all Resident Life Office staff mail.

South: St. John Neumann Hall
West: Sts. Edward and Francis Halls;
St. Teresa Court Apartments;
St. Miguel Court Townhouses

4. P.O. Box #
North: #5150
South: #11038
West: # 20902



5. Philadelphia, PA 19141-

North: -0150
South: -0738
West: -0502

- ❖ Monday-Friday 9:00 a.m.—5:00 p.m.
951-1550

Meeting Rooms

Six conference rooms are available in the La Salle Union for student organizations wishing to meet in a formal setting. In addition, the Ballroom, Music Room, and Dunleavy Room are available for large events e.g. conferences, banquets, lectures, etc. Policies on student organization use of facilities are detailed in the *Student Handbook* under General Student Policies. Further information and reservation forms are available at the Union Information Center.

Lounges in the residence halls may be available for limited numbers and types of meetings or activities. Information and lounge reservations are available at the Resident Life Office.

❖ La Salle Union
Information Center
951-1375

❖ Residence Hall Lounges
Resident Life Office
951-1550



Multicultural & International Center

The Multicultural and International Center serves as a support and resource for the advancement of cultural pluralism on campus. The center provides a wide range of services which enhance and support the academic and personal development of students of diverse backgrounds. The center's library houses information on multicultural leadership, study abroad, articles and guides for cultural and racial awareness, and scholarship, fellowship, and internship information for students of diverse backgrounds.

The Office of Multicultural Student Services and the Office of International Education provide advocacy and advisement for U.S. minority students, pre-college students, international students, and students interested in studying abroad. They also work with students, faculty, and staff in

matters of cross-cultural or inter-racial relations and to promote multicultural and international education. Students interested in our La Salle-in-Europe program in Switzerland and academic year abroad program in Spain should contact those programs directly.

The Multicultural and International Center is committed to working with the entire campus community to improve awareness of, and appreciation for, racial and cultural diversity in the University and beyond.

❖ Adjacent to St. Neumann Hall
South Campus
951-1948

Parking/Traffic Control Policy

The Department of Security and Safety is responsible for traffic control on University property. University Council has approved a traffic control policy requiring all vehicles parked on University property to be registered with the Department of Security and Safety. Upon registering, students will be issued a decal to be affixed on the front bumper of their vehicles. There is no fee for registering vehicles. The Department of Security and Safety reserves the right to ticket, tow, and/or boot any vehicle that is illegally parked or is in violation of any part of the University Traffic Control Policy. Vehicles will be towed at owner's expense. Copies of the Traffic Control Policy are available at the Department of Security and Safety upon request.

- ❖ Department of Security and Safety
Carriage House — Peale Estate
951-1300



- ❖ 951-1869

Refrigerators

Compact refrigerators and microfridge units of 3 cu. ft. or less are permitted in residence hall rooms and may be rented by any person, office, or organization contacting the Housing Facilities Manager in the Housing Utility Building of the Resident Life Office. University Programs, Inc. is the private rental company offering these products.

Registrar's Office

The responsibilities of the Registrar's Office include creating the Master Roster, registration, examination scheduling, recording of grades, maintenance of academic records, recording of grades, and issuance of official transcripts.

The Registrar's Office publishes the Master Roster for the Fall and Spring semesters listing courses, times scheduled, and faculty assigned. Students then choose course selections, times, and faculty accordingly. The Bursar's Office will bill students for the courses chosen. Students who have not completed mail or pre-registration may register on campus during the week before classes begin as well as the first week of school.

The Registrar's Office publishes a final examination schedule for the Fall and Spring semesters listing when and where exams are to be administered for each course section.

The office collects final grades from faculty and distributes those grades at the close of each semester. Academic records, or transcripts, are maintained for all students on the basis of these grades. Copies of the transcript are available to the students at a cost of \$2.00 per copy provided there are no outstanding financial obligations owed to the university.

- ❖ Administration Center — Third Floor
Monday–Friday 8:30 a.m.–4:30 p.m.
951-1020

Security

The Department of Security and Safety is staffed twenty-four hours a day, seven days a week providing security services, parking registration, shuttle bus/escort services, and help with cars. Students may obtain parking decals anytime at the Department of Security and Safety. The Director and his staff are available for any University-related problems concerning safety or security and will render advice and assistance where possible.

- ❖ Carriage House — Peale Estate
24-hour availability
Emergencies 991-2111
Information 951-1300
Investigations and Safety Supervisor 951-1310
Director 951-1310

Shuttle Bus and Escort Service

The Department of Security and Safety provides shuttle bus and walking escort services throughout the campus. Escort service is provided around the clock throughout the year.

The La Salle shuttle service is provided during the Fall and Spring semesters. Times of operation are from Sunday through Thursday 7:29 am to 2:00 am, Friday and Saturday 7:29 am to 3:00 am. Any deviation in schedules shall be announced via La Salle University media by the Director

of Security and Safety. The departure and pick-up locations are listed below, along with the designated minutes on the hour.

- ❖ Department of Security and Safety
951-1300



Shuttle Bus Service Schedule

The location of designated bus stops are:

1. Lower Level (Wister stairs) :29 - :59
2. NORTH HALLS / DINING HALL :32 - :02
3. LA SALLE APARTMENTS (rear door) :34 - :04
4. GOOD SHEPHERD LOT :37 - :07
5. ST. TERESA COURT APARTMENTS :38 - :08
6. HAYMAN HALL / main parking lot :39 - :09
7. 19th Street gate (Olney Ave.) :41 - :11
8. Broad & Olney Aves. (s.w. corner) :47 - :17
9. COMMUNICATIONS CENTER (by security booth) :53 - :23
10. ST. NEUMANN RESIDENCE HALL (South Campus) :55 - :25
11. UNION BUILDING (rear by baseball field) :57 - :27

Student Health Services

All full time undergraduate students are eligible for care at the Student Health Center on a walk-in basis during the academic year (September-May). There is always a qualified college health nurse practitioner available during office hours to provide primary care. Services include assessment and treatment of illness and injuries, physical exams including pelvic exams, allergy injections, referrals to campus or community resources and health education and counseling. A physician is available by appointment in Student Health three times a week. There



is no charge for care provided by the college health nurses or physician in the health center. Most medications are also provided free of charge in Student Health.

After office hour emergencies of a serious nature are referred to one of two nearby emergency departments at Germantown Hospital or Albert Einstein Medical Center. Security or fire rescue will transport students to these hospitals. Students are financially responsible for emergency room visits.

A nurse practitioner or physician is always available by phone 24 hours a day, seven days a week for non-life threatening emergencies. Resident Life or Campus Security can help you contact the nurse practitioner and physician.

❖ St. George Hall Annex—North Halls
(Adjacent to dining hall entrance)
Monday–Friday

8:30 a.m.–4:30 p.m.
951–1565

❖ Physician's hours

Monday, Wednesday, Friday
12:45 p.m.–1:45 p.m.
(appointment recommended)

Student Life Office

The primary goal of this office is to increase a student's personal, intellectual, social, and cultural development through involvement in activities, organizations, and programs which provide out-of-class learning opportunities. The Student Life staff includes a Director and three Assistant Directors. Among staff responsibilities are management of the La Salle Union, advisement of various student organizations, coordination of leadership development programs, interpretation of University policies, coordination of Greek organizations, and administration of the student activities budget system.

La Salle recognizes that student activities are an important part of a student's education and enhance the development of social and leadership skills. All students are encouraged to participate in one or more activities and to share with other students the general program of events provided by La Salle University and its student organizations. The Student Life Office can provide information on joining organizations or student life in general.

❖ La Salle Union — Room 205
Monday–Friday 8:30 a.m.–4:30 p.m.
951–1371

Union Information Center

This service facility is the center for information on campus. The Union Information Center has up-to-date listings of programs held in the Union and other campus buildings and is the headquarters for lost and found, individual game basketball tickets, and room and equipment reservations.

❖ **La Salle Union — First Floor**

Monday–Thursday 8:00 a.m.–12:00 a.m.

Friday–Saturday 8:30 a.m.–1:00 a.m.

Sunday 8:30 a.m.–4:30 p.m.

951–1375

Writing Center (Sheekey)

Named in honor of Brother Edward Patrick Sheekey, the Writing Center offers free tutorials and workshops in writing and study skills to La Salle students who wish to strengthen the skills necessary to survive and prosper in college. The Writing Center does not provide an editing or proofreading service for papers otherwise complete. The Center seeks to impart, instead, the skills required for students to edit and proofread their own writing.

Both professional and qualified student tutors provide a full range of services and resources for students interested in improving their writing and studying abilities.

The Center is designed to offer assistance in the completion of specific projects and to provide a foundation of basic skills that carry over into every aspect of students' academic careers and beyond.

❖ **Olney Hall 203**

Monday–Friday 8:30 a.m.–4:00 p.m.

951–1299



University Governance, Policies, and Procedures

PART I:

UNIVERSITY GOVERNANCE

With more than 5,900 students in day and evening classes, some 405 full and part-time faculty, 180 administrators, and alumni numbering over 38,000, a certain number of administrative arrangements and operational procedures are needed. Students should understand these processes to enhance their experiences and also to assume their significant role in the governance of the University.

Student Participation in Governance

An organizational structure has been developed which recognizes that the three primary constituencies of the University — students, faculty, and administration — have major roles to play in governing the University, and that a formal communication system is essential for effective operation.

The University has established a system of decision making by which final decisions are made at the lowest level of administration consistent with the concept of interested representation and collegiality. It is through this system that students play a role in governing the University.

The President

The Board of Trustees has final legal authority for all University business. However, it is the President who, as Executive Officer of the Board, carries final authority for day-to-day operational policies and decisions. The President is the chief officer of the entire institution, the official representative of the University to its various publics, and the administrator who has overall responsibility for planning, supervising, managing, and evaluating the work of the University.

University Council

In formulating University policy and in making major operational decisions such as on budget matters, the President enjoys the collaborative assistance of University Council, a body composed of three student representatives appointed by the Students' Government Association; three faculty members appointed by the Faculty Senate; the Dean of Students; four Academic Deans; the Provost; and the three Vice Presidents. The guiding concept behind this collaborative arrangement at La Salle is referred to as "President-in-Council." The President has final authority for approving new policies and for changing old policies; however, such actions can be taken only after review with Council.

Provost and Vice Presidents

The University is organized into five areas, headed by the Provost and four Vice Presidents. These officers report directly to the President. The responsibility of each area is evident in its name: Academic Affairs, Business Affairs, Development, and Enrollment Services.

The Provost is responsible for the University's central mission of teaching and learning. He is assisted in these responsibilities by the Dean of the School of Arts and Sciences, the Dean of Students, the School of Business Administration, the Office of Continuing Studies, and the School of Nursing; and by the Directors of various academic services such as the Registrar, the Library, and Information Technology. The Deans are in turn assisted by the Academic Department Chairs within their respective Schools.

The Vice President for Business Affairs is responsible for administering fiscal programs, security, food service, and the physical plant. The Vice President is assisted by a Comptroller and the Directors of the Campus Store, Food Services, Printing and Mail Services, Human Resources, Purchasing, Physical Facilities, and Security and Safety.

The Vice President for Development is charged with directing the University's fund raising programs and of communicating its policies and goals to its many publics. The area includes the Directors of Development, Annual Fund, Planned Giving, Community Affairs, Alumni, Government Affairs, Career Planning, and their staffs.

The Vice President for Enrollment Services is directly responsible for developing and implementing enrollment management (student recruitment and retention) strategies and activities. The Vice President is assisted by the Director of Admissions, the Director of Financial Aid, the Registrar, the Director of Public Relations — responsible for University advertising and promotion — and the Director of Institutional Research.

University Committees

Committees have been established in each administrative area to assure the participation of all constituencies; accordingly, provision is made on all standing committees of the University to reflect the views of students, faculty, and administration. Except for those committees whose chairs are designated ex-officio, committees select a chair from among faculty and administration members at the beginning of each academic year.

The Students' Government Association appoints the students who sit on all standing University committees (with the exception of the Residence Life Advisory Board).

Following is a partial list of the major standing committees of primary concern to students:

Academic Department Boards: Students are offered the opportunity to participate in decisions regarding academic life through membership in academic department boards. Although each academic department may organize in its own manner, typically these boards consider such things as curriculum revision, teacher evaluation, tenure and advancement in rank, and general academic concerns.

Activities Funding Board: The Activities Funding Board has been established to assist the Director of Student Life in administering student organization accounts.

The duties of the Board include reviewing budgets of all student organizations requesting or receiving institutional funding, hearing the funding requests of new student organizations, annually recommending and submitting budget appropriations for regularly funded organizations, hearing requests of student organizations desiring funds which exceed their annual budget allotment and providing financial assistance for new programs, arbitrating disputes related to student organization accounts, and recommending to appropriate University authorities modifications or additions to the way in which funds are secured for student organizations.

The membership includes three faculty members appointed by the Faculty Senate, three student affairs administrators, six students appointed by the Students' Government Association, and the Director of Student Life (ex-officio and chair).

Athletics Committee: The Athletics Committee advises the President on current and proposed policies and practices regarding intercollegiate and intramural athletics, the selection and appointment of the Athletics Department administrative and coaching staffs and the Faculty Athletics Representative (FAR), and on major topics related to the department's activities and planning. The Committee meets regularly with the Director of Recreation and Intercollegiate Athletics and/or the President to discuss matters which deserve their attention or to consider issues on which they seek advice.

In addition to policy review and formulation and personnel issues, the Committee receives the annual reports of the Athletics Director and the FAR and invites regular communication with them. The Committee also meets periodically with coaches, student-athletes, and administrators to discuss their experiences and to receive recommendations for the improvement of the University's intercollegiate and intramural athletics programs. The Athletics Committee members communicate routinely with and serve as a liaison between their respective constituent groups and the Department of Recreation and Intercollegiate Athletics.

The committee is composed of one student affairs administrator, six faculty members, two students, two alumni, and the Faculty Athletics Representative.

Food Services Committee: The Food Services Committee is advisory to the Director of Food Services for the purpose of maintaining a formal communication link between the Food Services Administration and the various constituencies which it serves. It shall provide the Director of Food Services with a forum to receive advisory information to aid in formulating departmental policy and operating procedures.

The committee shall comprise the Director of Food Services, who will serve as chair; the Assistant Director of Food Services or one of the Food Services managers, appointed

by the Director of Food Services; a Resident Life staff member, appointed by the Director of Resident Life; one faculty representative, appointed by the Faculty Senate; one Day Division student (preferably a commuter), appointed by the Students' Government Association; one Continuing Studies student, appointed by the Continuing Studies Student Council; and two students appointed by the Resident Student Association. Should the Continuing Studies Student Council fail to appoint a representative, the position will revert to the Students' Government Association for appointment.

Judicial Board: The purpose of the Judicial Board is to adjudicate cases involving violation of the University's rules and regulations. Membership includes five faculty members and fifteen students. A panel of four students and one faculty member is drawn from the available board members to hear a case. The fifteen student members of the board are appointed by the Students' Government Association after consultation with the current board members. The five faculty members of the board are appointed by the Faculty Senate.

Health Services Advisory Committee: The Health Services Advisory Committee is an advisory board to the Director of Student Health Services, the Dean of Students and the Provost, assisting with the development and review of student health policies, services, and education programs. The Committee meets regularly with the Director to share its views on Health Services matters or to consider questions on which the Director has sought advice or assistance.

The Health Services Advisory Committee has the following responsibilities regarding the Acquired Immune Deficiency Syndrome: develop and monitor educational programs to increase awareness of AIDS and HIV infection and to prevent the transmission of AIDS within the University community; serve in a consultative capacity when requested regarding individual cases of HIV infection; serve in an advisory capacity to University administrators regarding the institutional response to AIDS; and, review and update the University guidelines and protocols by considering changes in the available knowledge regarding AIDS and in national, state, and University policies.

The committee is composed of three Student Affairs administrators, three faculty members appointed by the Faculty Senate, three students appointed by the Students' Government Association, and the Director of Student Health Services (ex-officio and chairperson).

The Resident Life Advisory Board: The Resident Life Advisory Board advises the Director of Resident Life on matters related to residence hall living. It is the appropriate group for student, faculty, and staff involvement in decisions about the nature and quality of resident life. The Board meets regularly to discuss issues and topics of concern and interest.

The Resident Life Advisory Board is comprised of two residence hall student staff members; three students at large, appointed by the Resident Student Association; the President of the Resident Student Association; one Resident Director; two Resident Life professional staff members; one Student Life staff member; one Food Services staff member; one faculty member; and the Director of Resident Life (ex-officio and chair).

Security and Safety Advisory Committee: The Security and Safety Advisory Committee advises the Director of Security and Safety and the Vice President for Business Affairs on matters related to safety and security and provides an avenue of communication for concerns and suggestions from all areas of the University. In carrying out its charge the committee shall concern itself with matters relating to delivering appropriate security services to the University community. It shall also be concerned with recommending and coordinating matters relating to campus safety which shall include issues of job safety and compliance with all federal, state, and local rules and regulations effecting safety in the work place. The committee shall review accident/injury reports, monitor trends, and recommend corrective action plans. The Committee shall be comprised of the Director of Security and Safety and the Director of Human Resources, or his or her representative, who shall serve as co-chairpersons; one faculty representative appointed by the Faculty Senate; three students (one each appointed by the Resident Student Association, Students' Government Association, and the Adult Student Council, respectively); a representative of the Athletic Department appointed by the Director of Athletics, the Director of Student Health Services, or his or her designate, a representative of the Food Services Department, appointed by the Director of Food Services; a representative of the Physical Facilities Department, appointed by the Director of Physical Facilities, and at the discretion of the Provost and each vice president a representative staff person from his or her area, if not otherwise represented, a representative of the Office of Continuing Studies faculty or staff as appointed by the Director of the Office of Continuing Studies.

Student Affairs Committee: The Student Affairs Committee is an advisory board to the Dean of Students and the Provost and is primarily concerned with the formulation and review of major policies governing student life outside the classroom. The committee meets regularly to acquaint the Dean of Students with its views on matters within the Student Affairs area which require attention and/or to consider questions on which the Dean seeks its advice or aid in the discharge of his or her decision-making responsibilities. In addition to policy review and formulation, the committee has authority to review and make recommendations concerning all student affairs services, activities, and regulations. Any policy relating to issues under the charge of the Student Affairs Committee, whether a new policy, a revision of previous policy, or an addition of a heretofore unpublished policy, must be submitted to the Student Affairs Committee for consultation and a vote prior to its inclusion in the *Student Handbook*. The proposed policy change/addition should be presented in the form that is to appear in the published handbook. The Student Affairs Committee also may suggest actions to University Council on student life matters.

The committee comprises three student affairs administrators, three faculty members, six students, and the Dean of Students (ex-officio and chair).

Student Press Committee: The Student Press Committee has been established to create and maintain an environment in which high quality student publications might most effectively benefit the entire University community. The committee formulates general policies for the student newspapers and advises the Provost and the Dean of Students on matters in that domain.

The Student Press Committee will be composed of the following ten voting members: *Collegian* Editor (ex-officio), WEXP station manager (ex-officio), two at-large student members, neither of whom should be a member of any publication/station whose editors/manager sit ex-officio on this committee, three faculty members to be appointed by the Faculty Senate, one administrator to be appointed by the Provost, the *Collegian* Advisor, and the WEXP Advisor.

Part II:

DISCIPLINARY POLICIES AND PROCEDURES

Student Institutional Relationship

A student's matriculation at La Salle University is a voluntary decision which involves acceptance of the responsibility to meet academic requirements and to behave in ways consistent with the purposes and objectives of the University. As befits an institution of higher education, standards of performance and of social conduct are generally higher for students than those required of the general public. While students have an obligation to know and adhere to the regulations of the University, the University accepts a corresponding responsibility to guarantee the right of appropriate process and protection from arbitrary or capricious disciplinary action.

At La Salle all members of the University community have the responsibility to respond to policy violations. When in the presence of a violation, the individual has the responsibility to leave the area where the violation is occurring; to intervene or confront the violation so the behavior stops; and/or to contact appropriate La Salle University staff members, so the violation may be confronted.

The responsibility to abide by and respect University policy is held by all members of the University community. If members of the community willingly remain in the presence of a policy violation without taking action to disassociate themselves, they may be perceived as supporting the violation. Such support of violations undermines the purpose of the community as an atmosphere conducive to academic and personal growth for its members.

The purpose of the judicial system at La Salle University is to assure that justice prevails for all members of the community while simultaneously protecting the educational purpose of the University. "The Joint Statement of the Rights and Freedoms of Students" has been the reference document for the establishment of the judicial system at La Salle, and the Office of the Dean of Students administers the judicial process. However, the function of maintaining discipline on the campus is not the exclusive domain of the Dean of Students. The entire University community, both collectively and as individuals, plays a vital part in maintaining an environment necessary to protect and promote learning, in assuring order, and in controlling behavior that infringes on the rights and freedoms of others.

In pursuit of these objectives, the University accepts responsibility for protecting the individual's academic and personal freedom as well as the common good and rights of the University as a corporate entity.

Philosophy of Discipline

A university education is primarily academic and intellectual in nature, but it also includes the development of attitudes and values which enhance mature, responsible behavior in all areas of life. Accordingly, student conduct in and out of class is not considered apart from its effect on the total University community; rather it is viewed as integral to an educational process that is both individual and collective in nature. It is in this spirit that La Salle has developed a set of regulations governing student conduct and has established a judicial system through which conduct violations are adjudicated by members of the campus community.

Rules and Regulations

Normally, University disciplinary action is limited to conduct which adversely affects the pursuit of educational objectives. While no specific policy statement has universal validity and actual decisions based on the judicial policy of appropriate process are best made in accord with all the circumstances involved in an individual case, the following behavior is subject to disciplinary action.

1. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the University, forgery, and alteration or fraudulent use of University documents or instruments of identification.
2. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities.
3. Physical or verbal abuse or harassment of any person on University premises, at University sponsored functions, or between any members of the University community off University premises. This is to include incidents of sexual assault and sexual harassment.
4. Theft from or damage to University property/premises. This is to include theft of or damage to property of a member of the University community on University premises.
5. Failure to comply with the directions of University officials in the performance of their duties. This includes support staff such as Campus Security, Physical Facilities, and Resident Life Staff.
6. Possession, use, or distribution of potentially dangerous drugs which are not medically supervised, to include being in the presence of the possession, use, or distribution of illegal substances on University premises or at University sponsored functions, and possession or use of paraphernalia to assist in the consumption of illegal substances.
7. Violation of University Alcohol Policy. (See page 46).
8. Lewd, indecent, immoral or obscene conduct, including but not limited to violations of any law, regulation, or ordinance.
9. Violations of published University regulations, including those relating to entry and use of University resident units and other facilities, the rules in this code of

conduct, and any other regulations [i.e. Library, Parking, Alcohol, Resident Life] which may be enacted.

10. Violations of any federal, state, or local criminal law. (The University will cooperate fully with civil authorities in the enforcement of the law. If civil authorities are involved, the University will not present disciplinary charges unless the University's interests as an academic community are directly involved. If a student faces charges in a civil court and in the University judicial system because of the same violation, the University may postpone its judicial hearing until civil proceedings are completed. That is a decision reserved to the Dean of Students).

The University has trust that the great majority of students do not intentionally violate policies or contribute to events in which harm, threat to person, or destruction of property occurs. However, in the event that these factors are imminent, University personnel have a responsibility to react accordingly to protect students and property from harm on University property.

In this regard, the University administration reserves the right to enact additional procedures it deems necessary to respond to foreseeable circumstances which occur on University property. Such situations may meet the following criteria:

1. Events in which alcohol and/or large numbers of people are regarded as contributing to an anticipated lack of civility, harm to students, or destruction or personal and/or University property.
2. Events during which threat to persons have occurred, and/or it seems likely that they may occur without intervention by University staff.

NOTE: The University reserves the right to alert non-campus law enforcement officials to problems on or off campus. Concerns most likely to be reported are those involving physical endangerment, illegal substances, or those resulting in complaints from the local community.

Off Campus Behavior

As a member of the local community, La Salle University is committed to assisting neighborhood residents with the prevention of disruptive incidents which may arise from student behavior.

Most students who live temporarily in the local community make positive contributions but all must understand the behavior expected of them as residents of these communities. As members of both the University and their neighborhood community, students who live within walking distance of the campus should demonstrate respect and concern for all members of both communities.

The University imposes an obligation upon all students to behave as responsible citizens when in local neighborhoods. Furthermore, the University reserves the right to refer any student involved in disruptive or offensive behavior off-campus to the student disciplinary system for investigation and action. Such behavior includes, but is not limited to: excessive and/or unreasonable noise; rude and abusive language; large disruptive activities; illegal use, sale, and/or distribution of alcohol or other drugs; and,

related violations of local community standards. The University will exercise discretion with disciplinary action against students for off-campus violations. Mediation efforts to resolve disputes with neighbors and/or landlords will precede formal University action; however, students should realize that disciplinary investigation and charges will be initiated when the University's interest, reputation, and/or capacity to function as an academic community is distinctly involved.

Disciplinary Procedures

Disciplinary cases will be handled in accordance with the University judicial policy of appropriate process. Any member of the University community may file a disciplinary report against any student, student group, or student organization for alleged violations of University rules, regulations, or policies. Disciplinary reports shall be forwarded to the Dean of Students.

1. The person(s) making the charges shall provide in writing the following information:

- The name and address of the student(s) charged with violation of University rules and regulations.
- Date of incident.
- The specific University rule or regulation the student(s) allegedly violated.
- A statement of the circumstances.

2. The individual(s) making the charges must sign the statement of charges.

3. A copy of the charges will be given to the accused student at a preliminary hearing; the student's signature will be requested as acknowledgement of his/her reception of the charges.

4. At any stage of the investigation or adjudication of disciplinary charges, an accused student may refuse to answer any question(s) without this being held against him/her.

The Dean of Students will appoint a professional staff member to conduct a preliminary investigation of the filed charges. The appointee will act as the Preliminary Hearing Officer and will review the charges and consult with all parties to determine if adjudication is warranted.

1. The accused student will be notified in writing to report for a preliminary hearing. At the preliminary hearing the Preliminary Hearing Officer will explain the disciplinary procedures and discuss the charges. A copy of the disciplinary charges will be given to the student.

2. If a student fails to meet with the Preliminary Hearing Officer within seven (7) days after notification of the Preliminary Hearing, the student may be subject to disciplinary action up to Suspension from the University without further consultation.

3. Should the Preliminary Hearing Officer determine that the initiation of a disciplinary hearing is not justified, a letter will be forwarded to the Dean of Students and to the student indicating this opinion.

4. When the Preliminary Hearing Officer determines that the alleged conduct warrants further disciplinary consideration and the student chooses not to contest the charges and not to have the case adjudicated further, the Preliminary Hearing Officer is empowered to take disciplinary action up to and including Disciplinary Probation. When circumstances warrant Suspension or Dismissal from the University, Preliminary Hearing Officers recommend these actions to the Dean of Students. If the student disagrees with the sanction imposed, he/she must state this in a letter to the Dean of Students within five (5) days after the sanction has been communicated by the Preliminary Hearing Officer verbally or in writing. The letter should indicate the preferred means of further adjudication as explained in items #5 and #6 of this section.

NOTE: In accordance with federal law, "In cases of sexual assault both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought alleging a sexual assault."

5. When the Preliminary Hearing Officer determines that the alleged conduct warrants further disciplinary consideration or when the student requests further adjudication of his/her case, the following steps are initiated:

a. The Preliminary Hearing Officer will inform the student in writing of the decisions regarding the disposition of the case.

b. The student will be given the opportunity to choose adjudication by

(1) the Judicial Board or

(2) an Administrative Hearing Officer (see description below).

c. A copy of the written charges will be forwarded to the Judicial Board or Administrative Hearing Officer.

d. The accused student will be given no less than five (5) days from the conclusion of the Preliminary Hearing to prepare for the Disciplinary Hearing.

e. The Dean of Students will notify the Judicial Board, the Preliminary Hearing Officer, and the accused of the date, time, and location of the formal hearing. The parties involved must contact appropriate eye-witnesses and inform them of the date, time, and location of the hearing. Names of witnesses and/or the advisor must be submitted to the Dean of Students at least 24 hours in advance of the Hearing.

6. Should the Judicial Board be inoperative, the Dean of Students or designee reserves the right to adjudicate the case.

Administrative Hearing Officers: The Dean of Students or his/her designee serves as the Administrative Hearing Officer unless that individual has served as the Preliminary Hearing Officer or circumstances clearly show that it would be in the student's best

interest for another person to act as the Administrative Hearing Officer. Extenuating circumstances for appointing another Administrative Hearing Officer include concerns of timeliness and conflicts of interest. The Dean of Students may appoint a professional staff member of the Student Affairs division to serve as the Administrative Hearing Officer. With the student's approval, the Preliminary Hearing Officer may act as the Administrative Hearing Officer. Administrative Hearing Officers are empowered to take disciplinary action up to and including Disciplinary Probation. When circumstances warrant Suspension or Dismissal from the University, Administrative Hearing Officers recommend these actions to the Dean of Students.

Judicial Board: Student appointments to the board are made by the Students' Government Association after consultation with the current board members. Faculty appointments are made by the Faculty Senate in accordance with the procedures for committee appointments. The Judicial Board is composed of twenty members: five faculty members, ten resident students, and five commuter students. A panel for any given hearing will be drawn from the available members of the Judicial Board. Five members are needed to conduct a hearing. Panel members will be assigned on a rotating basis by the Dean of Students or a designee. One student will be selected as chair for each hearing, and one member shall be the recorder.

The board decides responsibility for alleged violations, gives sanctions when appropriate, and interprets rules and regulations as they relate to individual incidents and community values.

Disciplinary Hearing Procedures

1. The hearing will be private, unless an open hearing is requested by the student. At an open hearing, interested members of the community may observe all aspects of the hearing except the deliberation of the Board so long as the hearing is not interrupted by the observers.
2. Either a tape recording or a written record will be made.
3. On behalf of the University the charges and evidence will be presented by the Dean of Students, his/her representative, or the individual bringing the charges.
4. The accused student and the individual filing charges shall each be entitled to be accompanied by a La Salle University faculty member, administrator, or student. The role of these representatives will be advisory in nature. No one outside the University community may be in attendance at a University Hearing.
5. A formal disciplinary hearing includes opening and closing statements from both parties. Normally, all witnesses will be present and remain throughout the entire hearing, but exceptions may be made based on the judgment of the Chair of the Judicial Board or the Administrative Hearing Officer. Requests for exceptions to this standard procedure must be made in advance of the hearing to the Dean of Students or his/her designee.

6. Any party may present witnesses subject to the Board Chair's or Hearing Officer's determination of the witnesses' relevance to the case. Members of the Board or the Administrative Hearing Officer may address questions to any party involved in the proceedings. The student will have the opportunity to ask questions of the person presenting the charges or of witnesses in the case.

7. If for the lack of sufficient reason, as judged by the Board Chair or the Administrative Hearing Officer, an accused student fails to appear at the established time of the hearing, the presiding officer reserves the right to conduct the hearing without the presence of the accused. If the absence is unexcused, the accused forfeits any rights to appeal. No recommendation or imposition of sanction shall be based solely upon the failure of the accused to appear at the hearing.

8. The Board Chair or Administrative Hearing Officer will make known the decision to the Dean of Students. The Dean of Students will be given a record of the hearing and written reasons for the decision. The Board Chair or Administrative Hearing Officer will notify the student in writing of the decision.

Sanctions

Disciplinary action is based on the seriousness of the offense, individual circumstances, and the best interest of the general educational community. All sanctions shall be stated in writing and will be a matter of record in the Dean of Students' office. A combination of sanctions may be invoked, as deemed appropriate. The sanctions which may be imposed upon individuals or organizations for the commission of offenses recognized by the University judicial system include the following:

Conduct Warning

A Conduct Warning is a notice in writing that the student's conduct necessitated the initiation of disciplinary proceedings. The nature and circumstances of the conduct does not warrant more severe disciplinary action, but this warning will be a matter of record in the Dean of Students' office for future reference. Restitution, mandatory counseling, a fine, a mandatory alcohol referral, or a redirective/educational project may be conditions imposed with a conduct warning.

Probation

Probation is a more severe sanction than a conduct warning and it includes a period of review and observation during which the student must demonstrate the ability to comply with University rules, regulations, and/or other conditions which may be imposed during the probation. Furthermore, students who are recipients of any type of University scholarships and who are placed on Disciplinary Probation may be subject to graduation or removal of that scholarship during the term of probation. That decision will be made by the coordinator of the specific scholarship program. Probation may be administered in two forms.

1. **Specific Probation:** the sanction with or without conditions is imposed for a specific period of time.

2. **General Probation:** the sanction is imposed for the student's tenure at the University. Conditions when imposed, may or may not extend through the student's tenure.

Conditions of probation shall be consistent with the offense committed and the rehabilitation of the student. Conditions may include but are not limited to the following, or any combination thereof.

1. **Suspension of individual from representing the University in an official capacity:** This includes the student's participation in intercollegiate activities or as an officer in a campus organization.
2. **Deferred Suspension from University Housing:** A warning that, if a student is again found guilty of violating a University rule, regulation, or disciplinary sanction, suspension from a particular residence hall, all University housing, and/or from entering any University housing is imminent.
3. **Suspension of University Housing Privileges:** The loss of housing and visitation privileges in a certain residence hall, or in all University controlled housing. The specific period of time cannot be less than the remainder of the semester in progress. There is no reimbursement for a student's housing contract. Upon the student's return to housing the student will not have the privilege of self-selecting a roommate or a specific type of accommodation. The student will also lose a minimum of two housing lottery points as a penalty for the suspension from housing (see Residential Community Standards on page 56).
4. **Deferred Suspension from the University:** A warning that if a student is again found guilty of violating a University rule, regulation or sanction, suspension from the University is imminent.
5. **Restitution:** As defined below.
6. **Fines:** As defined below.
7. **Redirective/Educational Programs:** As defined below.
8. **Restricted Access:** As defined below.
9. **Restriction of Room Selection Privileges:** As defined below.

Suspension

Suspension is the termination of student status for a specified period of time. The conditions of readmission shall be stated in the order of suspension. Students suspended will be charged full fees for the academic and/or housing expenses for the semester in which the suspension occurs. Students will be assigned the grades which would be appropriate if they were withdrawing voluntarily. Students with board contracts shall receive a pro-rated refund. There is no reimbursement for housing contracts. A statement of the student's status shall be sent to the appropriate academic dean.

Dismissal

Dismissal is the permanent termination of student status and separation from the University. Students dismissed will be charged full fees for the semester in which the dismissal occurs; students with board contracts shall receive a pro-rated refund. Students shall be assigned the grades which would be appropriate if they were withdrawing voluntarily. There is no reimbursement for housing contracts. A statement of the student's status shall be sent to the appropriate academic dean.

NOTE: Due to the fact that the vast majority of La Salle undergraduates are legal dependents of their parents, the University reserves the right to contact parents when sanctions of suspension from the residence halls, suspension from the University, or dismissal from the University are imposed. Independent students should contact the Dean of Students to notify the University of his or her independent status.

Restitution

Restitution is the reimbursement to the University or a member of the University community for damage, destruction, or misappropriation of property on University premises. When imposed, restitution is in addition to a previously defined sanction.

Fine

Fines are penalty fees payable to the University of no less than \$5.00 and no greater than \$200.00 depending on the degree of infraction. The amount is to be determined by the appropriate Preliminary Hearing Officer, Judicial Board, or Administrative Hearing Officer. Such fines when imposed are in addition to the sanction or restitution.

A combination of sanctions may be invoked, for example, restitution and probation.

Redirective/Educational Projects

These are projects or programs which promote the rehabilitation or education of the student through experiences aiding in personal growth; in understanding of the community; in contributing to the University community; and/or in contributing to the larger community outside of the University.

Restricted Access

Restricted Access, more commonly known as a No Trespassing Notice, is official notification that an individual is no longer welcome to visit campus facilities. This may be administered for specific or general areas of the campus and with or without a termination date. The University may request non-campus police intervention and/or arrest when there is knowledge of an individual on the Restricted Access List in violation of the restriction.

Restriction of Room Selection Privileges

The Restriction of Room Selection Privileges includes the loss of housing lottery points and the loss of the privilege to self-select a roommate and/or specific accommodations as a resident student.

Disciplinary Hold

A Disciplinary Hold is a "hold" which is placed upon a student's academic records. This is usually applied for failure to complete a sanction, failure to pay a fine/restitution or failure to attend a preliminary hearing. A hold will result in the student being unable to register for classes, receive grades, receive transcripts and/or receive other services normally provided through the Registrar's Office.

Interim Suspension

Interim Suspension is the suspension of a student's enrollment, housing or other University privileges pending the full consideration of a disciplinary case. The Dean of Students must positively determine the following two items for a student to be placed on Interim Suspension:

1. There is a reasonable cause to believe that a student has violated any of the University's rules and regulations; and
2. There is a reasonable cause to believe that danger and disruption will be present if a student is permitted to remain on campus or in University housing.

Procedures for Appeal

1. The accused student or individual filing a disciplinary report may appeal the decision of the Judicial Board or Administrative Hearing Officer by stating so in a letter to the Dean of Students within five (5) days after the decision has been communicated verbally or in writing to the student.
2. For an appeal to be heard, the student must be able to demonstrate to the Dean of Students one or more of the following:
 - a. that he or she did not receive a hearing consistent with the principles of appropriate process.
 - b. that the sanction was arbitrary or capricious.
 - c. that certain relevant evidence was not reviewed.
 - d. that new evidence is available.
3. Normally, an appeal will be limited to a review of the report of the Judicial Board or the Administrative Hearing Officer.
4. When the grounds for an appeal have been established, one of the following procedures will be followed:
 - a. The Dean of Students may accept the report as presented or as subject to a specific reduction in the sanction imposed, may return the case to the appropriate board or Hearing Officer for further proceedings, or may dismiss one or more of the charges entirely.
 - b. At the discretion of the Dean of Students or upon written request of the student, an Appeal Board may be established. The Appeal Board will include an administrator appointed by the Dean of Students and two

representatives from the Judicial Board designated by the Dean of Students. The Dean of Students shall sit as chair (ex-officio) of the Appeal Board. Board decisions in all cases are advisory to the Dean of Students. The Appeal Board will determine the procedure it wishes to follow after consideration of the specific case. The Appeal Board shall adhere to the principles of appropriate process as stated in the University's Disciplinary Procedures.

Part III:

GENERAL STUDENT POLICIES

Academic Freedom Rights for Registered Students

INDIVIDUAL RIGHTS

Disclosure of Information under the Family Educational Rights and Privacy Act.

1. Each and every registered student of the University (hereafter "a student") has the right to review his or her own educational records in compliance with the Family Educational Rights and Privacy Act of 1974. The following materials may not be reviewed: private notations in the sole possession of one person, parents' confidential statements, and psychiatric and other medical records. However, psychiatric and other medical records may be reviewed by a physician or other appropriate professional of the student's choice.
2. A student has the right to place in his or her own educational records materials of an explanatory nature concerning any item held therein. Any such material shall bear a notation that it was placed in the file at the student's request.
3. A student has the right to waive his or her right of access to any materials in his or her own educational records. No such waiver shall be effective unless it is made in writing. All materials collected during the time such waiver was in effect shall be exempt from access by the student during any future examination.
4. A student has the right to refuse access to his or her own educational records, or to any item contained therein, to any person or agency not authorized under the Act. Those who are authorized under the Act include school officials and faculty who have a legitimate educational interest, officials of other schools in which a student seeks to enroll, and certain federal and state educational agencies.
5. A student has the right to request that his or her own educational records be amended if they are inaccurate, misleading, or violate his or her privacy or other rights. If the request is denied, the student is entitled to a hearing according to established University procedures.

6. A complete text of the Act, as well as those Federal Regulations issued under the Act, is available for inspection in the office of the Registrar.

Disclosure of Information under the Student Right-To-Know Act

In compliance with Title I – Section 103 of the *Student Right-To-Know and Campus Security Act*, as amended by the Higher Education Technical Amendments of 1991, the one-year persistence rate for first-time degree seeking students who entered La Salle University in Fall 1993 on a full-time basis was 83%. Inquiries pertaining to this information should be directed to the Office of the Registrar.

Curricular Standards

1. A student shall have the right to pursue any course of study available within the University, providing he or she can be accommodated within the program, meet the requirements for entering, and continue to meet the requirements in the program.
2. A student shall have the right to know at the beginning of each semester, ordinarily during the first week of class, the criteria to be used by the instructor in determining grades in each course.
3. A student shall have the right to see his or her own tests and other written material after grading, and the instructor shall have the duty to make this material available within a reasonable time.
4. Upon request, a student shall have the right to have his or her grade on such written material explained by the instructor. A request for such explanation must be made within one week after the written material, as graded, is made available to the student.
5. **Final Grades.** If a student believes that his or her final grade is the product of the instructor's bias, whimsy, or caprice, rather than a judgement on the merits or demerits of his or her academic performance, the student must follow the procedure described in this subsection.

- a. The student must initiate the complaint procedure within the first two weeks of the next regular semester.
- b. After receiving an explanation from the instructor in the course, the student may make a formal complaint to the instructor, giving his or her reasons, in writing, for thinking that the grade was biased, whimsical, or capricious.
- c. If dissatisfied with the explanation that has been given, the student may appeal to the head of the relevant department.
- d. The student has a further appeal to the appropriate Dean, who will
 - (1) request a written statement from the student which shall contain a complete and detailed exposition of the reasons for the student's complaint. A response from the faculty member will then be requested; and

- (2) advise and assist the student in a further attempt to resolve the problem at the personal level.

e. If the student remains dissatisfied with the explanation, the student may initiate a formal appeal.

- (1) The faculty member who is accused of bias, whimsy, or caprice may elect one of two procedures. The faculty member may request that the Dean investigate the matter personally. In the alternative, the faculty member may request that a committee investigate the matter and read a judgement on the merits of the complaint. In either case, the burden of proof shall be upon the complainant. Neither adjudicating forum (Dean or Committee) shall substitute his or her or its academic judgement for that of the instructor; but shall investigate and adjudicate only the complaint of bias, whimsy, or caprice.

- (2) If a committee is to be established, the Dean shall appoint the committee, consisting of two students and three faculty members. Two of the faculty members shall, if possible, be from the department responsible for the subject in which the grade was given, and the third from some other discipline.

- (3) Should the designation of the review body (Dean or Committee) be delayed beyond a reasonable time, then the committee structure described in item (2) above will be convened and the question heard.

- f. If it is found that the grade given was neither biased, whimsical, nor capricious, the case shall be dismissed. If it is found that the grade given was the product of bias, whimsy, or caprice, the review body (Dean or Committee) shall direct that a notation be entered on the student's transcript that the grade "had been questioned for cause and the recommendation had been made that it be changed because of apparent bias, whimsy, or caprice."

The original grade, however, will remain a part of the transcript.

6. A student shall be promptly informed if he or she is placed on any form of academic censure.

Speech and Expression of Opinion

1. No student shall be penalized for the reasonable expression of any view which is relevant to the classroom discussion or written material.
2. A student participates in student organizations and activities in his or her own time, and by his or her own decision. No student shall be penalized for any such participation, but neither shall any student claim indulgence from academic obligations by virtue of such participation.

COLLECTIVE RIGHTS

1. Students shall have the right, through their representatives, to participate with full privileges, together with faculty and administration, in the development of both University departmental curricula through University Council and Academic and Department Committees and Boards.
2. Students shall have the right to express an opinion in decisions regarding the evaluation, tenure, and promotion of faculty and department heads.
The University promises to listen to such opinion, if rendered in good faith. However, the University will not be bound by student opinion in such decisions nor will failure to secure such opinion constitute a ground for complaint by a faculty member who has not been rehired, promoted, given tenure, or made department head.
3. The University shall establish and adhere to nondiscriminatory policies of equal opportunity to all academic facets of the University.

Academic Responsibilities of Registered Students

INDIVIDUAL RIGHTS

University Regulations

Students are responsible for acquainting themselves with the academic regulations of the University as outlined in the *Student Handbook* and the University Bulletins. Ignorance of the regulations does not excuse any student from their application.

Provision of Information

Students are responsible for supplying standard information, when required by the University, on their own personal background and academic history, in a clear, complete, and accurate manner. Misrepresentation in this respect is a serious matter.

Curricular Standards

1. Students are responsible for meeting the requirements of class attendance, test dates, and assignment deadlines, and for proper behavior during classes.
2. Students are responsible for the integrity of their academic work. In this regard plagiarism is a serious violation. Plagiarism is defined as the presentation of the ideas of another as one's own. Any use of another's ideas without proper acknowledgement is plagiarism.

Speech and Expression

In the exercise of their rights of free speech and expression, students should respect the sensitivities and the corresponding rights of others.

Collective Responsibilities

Students are responsible for honoring the obligation they assume when accepting positions on collegiate committees and boards.

Policy on Research Misconduct: Allegation, Investigation and Reporting

Each member of the La Salle University community has a responsibility to foster an environment which promotes intellectual honesty and integrity, and which does not tolerate misconduct in any aspect of research or scholarly endeavor. A copy of the complete Policy on Research Misconduct can be obtained from the Office of the Provost on the third floor of the Administration Center.

Pre-Registration Procedure

Pre-registration takes place during November and March each year. Complete information about the registration lottery and the advisement process are mailed to each enrolled student approximately one week before each class registers. Schedules of classes are available in the Registrar's Office and in the office of the department chairs. All students are asked to complete a pre-registration form by listing a roster of classes for the next semester. The form must then be reviewed and signed by an academic advisor before it is submitted to the Registrar's Office. In addition, any outstanding financial responsibilities on the part of the student can prevent a student's rostering for classes for the next semester. Students are asked to see that these are cleared before pre-registration.

Change of Courses

Until noon of the fifth day of each Fall and Spring semester, a student may make a change in his or her roster, provided that classes being added have not reached their capacity.

Repeated Courses

Students are responsible for reporting to the Registrar's Office any course in which the student is enrolled that is being repeated in any given semester. If a student repeats a course, only the higher grade is counted in the academic index. However, the previous grade(s) will remain on the academic record of the student. A student may not repeat a course more than once without permission from the dean.

Pass/Fail Option

Students may take two free electives under a pass/fail option. If they indicate this option to the Registrar within three weeks after the course begins, the grade for the course will be recorded as S (Satisfactory) or U (Unsatisfactory). Such grades will not affect the cumulative index, but semester hours graded S will be counted toward the total required for graduation.

Graduation Application

Students who will complete requirements for a degree in a given semester must make written application for graduation at the time specified by the Registrar.

Address Change

When there is a change in a student's permanent home address or temporary local address, the Registrar's Office should be notified immediately. Students not living at home with their parents/guardians or in University residence facilities, who have not provided their current off-campus address to the Registrar's Office, will not be allowed to pre-register for classes in subsequent semesters until the address change is filed.

Withdrawal from the University

Under certain circumstances, the student who withdraws may receive a partial refund on his or her tuition. Information on terms and conditions is available on the student's invoice. There are no exceptions to these terms and conditions. Additional inquiries may be directed to the Bursar's Office. Resident Students must also complete a withdrawal from residence form and submit it to the Resident Life Office.

Financial Delinquency

A student who is financially delinquent forfeits the privilege of attending class. A student who is financially delinquent at the close of a term is not permitted to complete registration for a succeeding term unless his or her account is settled.

Student Records

As custodian of student records, the University assumes an implicit and justifiable trust. This trust involves a recognition that student records, both academic and personal, are confidential to the student and the institution. Accordingly, the University accepts responsibility for exercising effective care and concern in recording and disseminating information about students. Student records are released only to appropriate authorities within the University, except when the student has given his or her formal consent, or when the safety of the student and others and/or property is endangered.

Disciplinary Records

Disciplinary Records are for internal use only and are not made available to persons outside the University except on formal written request of the student involved. Disciplinary information is not included on University transcripts. Intra-University use is at the discretion of the Dean of Students, who may inform other officials in the institution of the student's disciplinary status when necessary to the discharge of their official duties. The Dean of Students assumes the responsibility of maintaining the confidentiality of disciplinary records and for destruction of such records. Disciplinary records are maintained for five years after the student has graduated or withdrawn from the University with the exception of cases in which a sanction of Suspension or Dismissal was imposed. The records of students Suspended from the University will be maintained for ten years after graduation or withdrawal. Records of students who have been Dismissed are maintained permanently.

Access to Educational Records and Rights to Privacy

Congress in 1974 enacted legislation — Public Law 93-380, commonly referred to as the Buckley Amendment — which is intended to protect students from having incorrect information contained in their school files and which also is intended to limit who may have access to their educational records. In compliance with the law, La Salle University is prepared to assist students who wish to review their records or who have questions about the law.

Public Law 93-380 specifically requires that students and parents of dependent students be permitted to examine official University educational records which contain information used in making decisions or recommendations about students. These records include those normally maintained by the major department, academic dean, Dean of Students, Registrar, and Business Offices. Each University office and department having such records has an established procedure for a student to review his or her official records and to challenge the accuracy of them. A STUDENT MUST MAKE A FORMAL REQUEST TO EXAMINE HIS OR HER RECORDS. Material may be permanently removed from a student's file when mutual agreement is reached by the promulgator of the information and the student or when the results of a formal hearing called for this specific purpose direct this action.

Instructor's notes, campus security records, psychiatric, psychological, and medical records, parents' financial statements, and material to which the student has waived his or her right of access in writing are among the records exempted by the law from examination.

Public law 93-380 also limits who outside the University may have access to a student's records. Except as provided by law, educational records may not be transmitted to individuals or agencies outside of the University without the student's written consent. STUDENTS, THEREFORE, ARE EXPECTED TO GIVE WRITTEN PERMISSION WHEN REQUESTING THE UNIVERSITY TO FORWARD RECORDS TO OFF-CAMPUS PERSONS, AGENCIES, OR INSTITUTIONS. The law permits the University to release without permission such information as a student's name, dates of attendance, major field, participation in officially recognized activities and sports, and degrees and awards received.

Identification Cards

All students are photographed for an identification card when first entering the University. The ID is non-transferable (individuals loaning their IDs to other students or to non-students are subject to disciplinary action) and is carried whenever on campus and presented upon request to University administrators, faculty, or campus security guards. The card verifies status as a student at La Salle and may therefore be required for admission to social or athletic events, for voting rights in student elections, and for other such events demanding evidence of student status. A valid ID is required to use the facilities of Hayman Hall.

The ID is intended to last throughout the four years; a replacement fee is charged for the production of a new card.

Computer Usage

All computer users must practice ethical behavior in their computing activities. Abuse of computer access privileges is considered to be a serious matter. The computing resources are provided for the use of staff, faculty, and students who are currently enrolled in courses approved or designated as requiring computer resources. The privilege of use by a student is not transferable to another student, to an outside individual, or to an outside organization. The theft or other abuse of computer time or facilities is not different from the theft or abuse of other University property, and violators of the computing privilege will be subject to disciplinary action. This includes, but is not limited to:

1. unauthorized entry into a file, either to read or to change;
2. unauthorized transfer of files;
3. unauthorized entry into a network;
4. unauthorized use of another individual's computer account;
5. use of computing facilities to interfere with the work of another student;
6. use of computing facilities to send obscene or abusive messages;
7. use of computing facilities for frivolous activities during times of high demand.

Persons are to conduct themselves in a professional manner and to accomplish tasks as expeditiously as possible. For reasons of security the University retains the right to review programs and files stored on the Digital Alpha minicomputer. Computer services allocated to individuals through accounts on the Digital Alpha should be respected by all as private and valuable property for academic pursuits. Users are responsible for their own user names and the security of their passwords and for the activities of anyone using them. Use of the computing privilege to interfere with the normal operation of University computing systems or of any other system accessible through the University's system is prohibited and is subject to disciplinary action.

Universal La Salle WWW Policies

Pages must be date stamped to indicate when they were last modified. This protects the viewer from unknowingly using outdated data, and encourages the home page manager to keep things up to date.

The use of images, recorded sounds, copyrighted materials, trade secrets and trademarks is subject to legal restriction. No one may use photographs, video clips, or sound clips or material which may be subject to copyright, trademark or trade secret restrictions without written permission of all parties, as applicable.

The University was founded and is operated in accordance with the traditions of the Catholic Church and the Christian Brothers, with the intent to promulgate an education which is witness to the ministry of Christ. Publishing materials which are in violation of the commonly accepted standards of the La Salle community (e.g., racism, explicit sexual content, statements derogatory of the Catholic Church or Christian Brothers mission) is prohibited.

Violations of This Policy

In the event that any home pages are discovered which violate any of the policies and guidelines outlined in this document, those pages will be immediately removed by the University without any hostility (any user of the La Salle network hereby releases the university from all such liability by their accessing of, or receipt of messages through, the La Salle network), and the violators shall be subject to disciplinary action, which may include revocation of university network-access privileges, exclusion or suspension of a student, or suspension or termination of employment for a staff member or faculty, in accordance with the terms of the *Student Handbook*, and the University Personnel Policy and *University Handbook*, respectively.

Demonstrations

University Council has adopted a policy that disciplinary action up to and including dismissal may be taken against any member of the University community who acts to prevent invited lecturers from speaking, disrupts University operations in the course of demonstrations, or obstructs and restrains other members of the academic community and campus visitors by physical force.

The University recognizes that when an issue is of sufficient import to require extraordinary measures to call attention to it, a demonstration may be deemed justifiable by an aggrieved or advocating sector of the University. When such is the case, the University insists that no demonstrating person or group shall abridge the rights of others in the regular conduct of the University's affairs. At the same time, the University for its own part strives to maintain means for open and honest dialogue through normal channels of communication.

Employment Policy

La Salle University is an Equal Opportunity Employer and does not discriminate against any applicant for employment at the University because of race, color, religion, sex, age (40 and above), national origin, sexual orientation, marital status or handicap or disability which does not interfere with performance of essential job functions after reasonable accommodation, if any. Employment is based upon an applicant's ability to meet the established requirements for employment. This commitment extends to participation in all educational programs and activities of the University. Support Services for Students with Disabilities

Support Services for Students with Disabilities

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the University is committed to providing support services and reasonable accommodation to otherwise qualified students with disabilities. Auxiliary aids and services include modification in examinations, notetakers, sign language, interpreters, tutoring, etc. If possible, students requesting reasonable accommodations should contact the Affirmative Action Officer (Administration Center 102 - ext. 1014) at least two months before the start of the semester.

Veterans

Veterans attending under the benefits of the "Veterans Readjustment Act of 1966" are required to submit their "Certificate of Eligibility" to the Registrar's Office. The Registrar's Office will certify the Veteran's enrollment and attendance for each term to the Veteran's Administration. If the Veteran withdraws, and returns to the University at a later term, the Veteran must notify the Registrar's Office in writing of the request to again be certified to the Veteran's Administration. Veterans are required to satisfy their financial obligations to the University in the same manner as all other students.

Policy Statement for Students on the Use, Possession, and Distribution of Alcohol and Drugs

The abuse of alcohol or other drugs is considered a health care problem and is treated as such at La Salle University. For this statement, the term "abuse" refers to the consumption of alcohol or any illicit substance during a student's period of enrollment. This includes any consumption on campus, consumption at University sponsored activities, and inappropriate behavior on campus while under the influence of alcohol or drugs.

Federal law requires that students be informed of the sanctions which may be imposed if a student violates federal, state, or local laws regarding unlawful possession, use, or distribution of illicit drugs or alcohol. The following are examples of illegal activities and the applicable legal sanctions.

A. Alcohol

Under Pennsylvania law, a person under 21 years of age commits a summary offense if he or she attempts to or actually does (1) purchase, (2) consume, (3) possess, or (4) transport alcohol. Police must notify the parents of a minor charged with violating this law. If convicted, the minor's driver's license will be suspended. A second offense will yield a fine of up to \$500.00.

In addition, any person who intentionally provides alcohol to a minor will be convicted of a misdemeanor in the third degree, for which the fine will be at least \$1000.00 for the first offense, and \$2500.00 for subsequent violations.

The City of Philadelphia prohibits the consumption, carrying, or possession of an open container of alcoholic beverages in the public right-of-way or on private property without the express permission of the landowner or tenant. A person who commits a violation may be subject to a fine up to \$300.00, as well as imprisonment for up to ten (10) days, if the fine, together with costs, are not paid within ten (10) days.

B. Drugs

Federal and state laws prohibit the possession, use, and distribution of illegal drugs. The sanctions for violating these laws consist, in many cases, of mandatory imprisonment coupled with substantial fines. The sanctions for any given offense varies widely, depending on the nature of the offense, the type of drug involved, and the quantity of the drug involved.

For instance, under federal law, simple possession of a controlled substance carries a penalty of imprisonment of no more than one year, plus a fine of an amount between \$1000.00 and \$5000.00. If the controlled substance contains a cocaine base and the amount exceeds five (5) grams, the offender will be imprisoned for not less than five (5) years and not more than twenty (20) years, or fined, or both.

Also, under federal law, anyone who is at least 18 years old and who distributes drugs to anyone under 21 will be imprisoned and/or fined up to twice what is otherwise provided by law, with a MINIMUM prison sentence of one year.

The Pennsylvania laws which prohibit the use, possession and distribution of drugs are similarly strict. In addition to fines and/or terms of imprisonment for violations of its drug laws, Pennsylvania recently enacted a forfeiture statute. Under this statute, someone arrested for violating state laws concerning the use, possession or distribution of drugs, is subject to seizure and forfeiture of all property used to accomplish the violation of Pennsylvania's anti-drug laws.

The University recognizes that the abuse of alcohol or other drugs has numerous long-term negative physical effects on persons who become addicted to these substances. Additionally, there are numerous other health risks associated with substance use/abuse which are common on a university campus. The abuse of alcohol and the resulting impaired judgement may result in vehicular accidents; injuries such as broken bones or burns; unsafe sex resulting in unwanted pregnancy or sexually transmitted disease; violence such as fights and date rapes; alcohol poisoning; aspiration of one's vomit; and alcoholism. Other drugs also may present risks in terms of purity/strength, predictability of effect, and contact with nefarious parties to secure the drugs.

Resources for education, treatment, and/or counseling for drug and alcohol problems are located both on and off campus. The Coordinator of Alcohol and Other Drug Education provides direct service to students and acts as a liaison with city, state, and federal resource agencies. Through the Coordinator, whose office is located in the Counseling Center, diagnostic assessments, community education, and consultations are available. Under the direction of the Coordinator, a Peer Education Program provides educational programming on drugs and

alcohol and conducts the Alcohol Awareness Project which serves as an alternative sanction to fines in the disciplinary/judicial process.

Community resources such as Alcoholics Anonymous (AA) meet both on and off campus. The Coordinator of Alcohol and Other Drug Education has developed a network of area resources for assessment, second opinions, in-hospital detoxification, outpatient treatment, twelve-step programs, and other educational programming.

Controlled Substances

La Salle University intends to maintain a campus which is free of the illegal possession, use, or distribution of controlled substances. Therefore, the unlawful manufacture, distribution, and dispensing of a controlled substance is absolutely prohibited on campus as is possession and/or use of any controlled substance or any paraphernalia associated with the use of controlled substances.

When a student is judged to be guilty of illegal possession, use, or distribution of a controlled substance or of paraphernalia associated with such use, the University reserves the right to impose any of the following sanctions in accordance with established University disciplinary/judicial policies and procedures:

1. Issue a formal warning; notify parents/guardians of dependent students; impose conditions on sanctions such as fines and educational experiences; place the student on disciplinary probation; suspend the student's housing contract and/or freedom to participate in specified University activities; suspend the student's enrollment; dismiss the student from the University; and/or
2. Require the student to participate in a complete substance abuse assessment by qualified University staff and to comply with the recommendations from that assessment. Furthermore, the results of such an assessment may be reviewed by the Dean of Students prior to the final adjudication of the disciplinary charges.

Alcoholic Beverages

La Salle University encourages and seeks to maintain an academic environment in which individual rights are respected and the health, safety, and welfare of the total community is promoted. While individuals who fulfill the requirements prescribed by the Commonwealth of Pennsylvania are free to choose to consume alcohol, only consumption in accordance with the following policies is permitted. The following policy, drawn from the Pennsylvania Crimes and Liquor Codes, governs the possession, sale, and consumption of alcoholic beverages on the University campus:

No person less than twenty-one (21) years of age shall purchase, consume, possess, or transport or attempt to purchase, consume, possess, or transport any alcohol, liquor, or malt or brewed beverages on University property or at any University sponsored events. No student or University employee shall transfer or possess a registration card or other form of identification for the purpose of falsifying age to secure any alcohol, liquor,

or malt or brewed beverages. Nor shall any student or University employee sell, furnish, allow to possess, or give any alcohol, liquor, or malt or brewed beverages, or permit any alcohol, liquor, or malt or brewed beverage to be sold, furnished, allowed to be possessed, or given to any person under twenty-one (21) years of age.

The University does not prohibit the lawful possession or moderate consumption of alcoholic beverages by students twenty-one (21) years of age or older. This should not be interpreted to mean that the University encourages the use of alcoholic beverages. Furthermore, the University considers intoxication, disorderliness, or offensive behavior deriving from the use of alcoholic beverages to be subject to disciplinary action, regardless of the student's age. The University prohibits unauthorized use of alcoholic beverages in the academic buildings, or in the public areas of residence units, the La Salle Union, other University controlled facilities, or at University sponsored functions on or off campus.

The University strongly encourages students, faculty, and staff to understand the Pennsylvania Crimes and Liquor Codes and the substantial penalties which may result from the violation of this code, as well as relevant Philadelphia city ordinances.

Guidelines for the Individual Consumption of Alcohol

The University recognizes that alcohol is a drug and its use may contribute to alcohol dependence. As such, guidelines for consumption have been established. The sale, service, possession, and consumption of alcoholic beverages are regulated by federal and state laws, local ordinances, and University policy. All members of La Salle University are expected to abide by these laws, ordinances, and policies.

A student who is 21 years of age or older may consume alcohol on campus only when such consumption does not interfere with the rights and privileges of other community members. For this policy, students under 21 years of age are considered minors. Students of legal age are permitted to drink alcohol only at registered events or in the privacy of residence hall rooms, apartments, or townhouses. Unauthorized consumption or possession (which includes bringing alcohol to any event) in any campus facility or location is not permitted. Confiscation of alcohol may occur for any alcohol-related offense. The specific guidelines for consumption of alcohol on the La Salle University premises are as follows.

1. Where alcohol is permitted, doors must be kept closed, since an open door causes a room to be considered a public area (Apartment stairways are considered public areas; townhouse stairways are not considered public areas);
2. When alcohol is present, the number of residents and guests may not exceed a total of eight (8) in a residence hall room and twelve (12) in an apartment/townhouse;

3. La Salle students will be held accountable for the behavior of their guests. This includes ensuring that minors do not consume alcohol and that alcohol is not carried from the room;
4. Kegs, beer balls, and grain alcohol are not permitted. If these items are observed, they will be confiscated and students will be subject to disciplinary action;
5. Only La Salle University resident students of legal drinking age are permitted to transport alcoholic beverages into or within the residential areas;
6. Resident students of legal drinking age are permitted to transport or possess a maximum of one (1) case of beer, one (1) case of wine coolers, one (1) gallon of wine, or one (1) fifth of distilled alcohol during any twenty-four hour period. Alcohol must be sealed in its original packaging;
7. Individuals of legal drinking age may not consume alcohol in the presence of a minor, with the exception of one's residence hall roommate; therefore, a minor is not permitted to be in the presence of alcoholic beverages unless it is being consumed solely by his/her roommate, who is of legal age, in their room/apartment/townhouse;
8. Public intoxication, disorderliness, offensive behavior, or obvious abuse of alcohol on University owned or managed premises is prohibited regardless of age;
9. If a minor possesses alcoholic beverages, the beverage will be confiscated and the student will be subject to disciplinary charges;
10. Inappropriately disposing of glass bottles, intentionally breaking or failing to properly clean up broken glass from a container of alcohol will be subject to disciplinary action.

Individual Sanctions

Figure 1 contains a summary of the minimum disciplinary sanctions for alcohol and alcohol-related violations. Each case will be handled on an individual basis; therefore, the Preliminary Hearing Officer may impose stricter sanctions than those listed in Figure 1. The Preliminary Hearing Officer is encouraged to use his or her discretion in mandating the Alcohol Awareness Project series and in increasing fines. No fine may reach more than the doubled amount of the minimum fine.

In the case of an offense, the Preliminary Hearing Officer may waive the fine in lieu of a redemptive/educational sanction. Such sanctions for alcohol policy violations include, but are not limited to, alcohol-use assessments, attendance at the series of educational programs sponsored by the University Peer educators, the writing of research papers, or the planning and implementing of an alcohol-related educational program for the campus.

Alcohol Abuse

There is a distinct difference between the responsible use of and the abuse of alcohol. The abuse of alcohol under any circumstances contradicts the values implicit in a La

Figure 1. Minimum Alcohol Policy Sanctions

OFFENSE	FIRST	SECOND
Possession of a keg or beer ball (hosts)	Specific Probation, \$100.00 fine, Confiscation	Determined by Judicial Board or Hearing Officer
In presence of keg or beerball (guests)	Specific Probation, \$75.00 fine, Confiscation	Determined by Judicial Board or Hearing Officer
Abusive use of alcohol resulting in involuntary or erratic behavior	Conduct Warning, Alcohol Assessment	Determined by Judicial Board or Hearing Officer
Exceeding the maximum number of persons in a room when alcohol is present	Conduct Warning, \$50.00 fine	Specific Probation, \$75.00 fine
Underage possession or consumption	Conduct Warning, \$50.00 fine	Specific Probation, \$75.00 fine
Service, transport, or procurement for minors	Conduct Warning, \$50.00 fine	Specific Probation, \$75.00 fine
Possession, consumption, or service of grain alcohol or other high proof spirits	Specific Probation, \$75.00 fine	Determined by Judicial Board or Hearing Officer
Open container of alcohol in public area	Conduct Warning, \$25.00 fine	Conduct Warning, \$25.00 fine
Unauthorized possession of alcohol (regardless of age) at any event	Conduct Warning, \$50.00 fine	Specific Probation, \$75.00 fine
Consumption by persons of legal age in the presence of minors	Conduct Warning, \$50.00 fine	Specific Probation, \$75.00 fine
Minors (persons under legal age) present while alcohol is being consumed	Conduct Warning, \$50.00 fine	Specific Probation, \$75.00 fine
Possession of excessive amounts of alcohol	Conduct Warning, \$50.00 fine, Confiscation	Specific Probation, \$75.00 fine, Confiscation
Intentionally breaking or failing to clean up broken glass	Conduct Warning, \$50.00 fine	Specific Probation, \$75.00 fine
Third offense may result in a minimum sanction of general probation, loss of housing privileges, and/or loss of privilege to participate in University organizations or activities.		
Note: Confiscation of alcohol may occur with any of the above.		

Salle education. The following is the definition of alcohol abuse for the La Salle University community.

Alcohol abuse is the consumption of alcohol to the degree that a person's judgement and/or physical responses are significantly impaired. Alcohol abuse does not excuse irresponsible action; rather, it compounds the seriousness of those actions. Areas of special concern are:

1. **Violent acts against persons or property.** These include vandalism (willful damage of personal or institutional property), fighting, assaults, and/or injuries resulting from irresponsible actions;
2. **Drunkennes.** This involves significant impairment of judgement and/or physical responses, including uncoordinated movements, speech difficulties, and/or inappropriate behavior for circumstances;
3. **Contributing to alcohol abuse by another.** This includes encouraging persons to overindulge, providing alcohol to a person who is already intoxicated, or possessing high proofed distilled spirits such as grain alcohol or liquor which is over 100 proof;
4. **Medical emergencies.** There are two types: (1) excessive consumption and (2) injury occurring while intoxicated.

Property Searches

University employees may ask students to reveal the contents of book bags, etc. if there is probable cause to believe a violation of federal, state, or local laws or University regulations is occurring. If a student refuses to cooperate with such a request while entering a building or area, the student may be prohibited from entering with the article(s) in question. If a student refuses such a request while departing a building or area, the student may be detained with the article(s) in question for further investigation by University staff.

Detailed guidelines for authorized Room Entry and Room Searches are stated in the Resident Life Section of this handbook on page 60.

Hazing

Hazing activities in any form are prohibited. The University supports and will enforce the Commonwealth of Pennsylvania's Anti-hazing Law. This document defines hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual and shall include

any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be 'forced' activity, the willingness of an individual to participate in such activity notwithstanding."

La Salle University adheres to the College Fraternity Secretaries Association's definition of hazing: "...any action taken or situation created, intentionally, whether on or off University or fraternity/sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shock...or any other such activities...; wearing publicly apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with fraternal law, ritual, or policy or the regulations and policies of the educational institution." In case of violations individuals and/or the fraternity or sorority as a whole may be subject to disciplinary action.

University Policy Against Sexual Harassment

Sexual harassment prohibited.

Sexual harassment is a serious offense and is prohibited unacceptable conduct that will not be tolerated. The University firmly believes in providing a workplace that is free from all forms of sexual harassment. All employees from top to bottom are responsible for ensuring that such a workplace exists. Sexual harassment is also a form of employment discrimination and is prohibited by law.

Definition of sexual harassment.

Sexual harassment means any unwelcome sexual attention, sexual advances, requests for sexual favors, and any other verbal, visual or physical conduct of a sexual nature whenever:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's continued employment; or
2. submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual; or
3. such conduct is intended to, or has the effect of unreasonably interfering with an individual's work performance;

4. such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment.

The following are some examples of sexual harassment: threatening adverse work action if sexual favors are not granted; promising preferential treatment in return for sexual; unwanted and unnecessary physical contact, including pinching, patting, or touching; sexually offensive remarks, including inappropriate comments about appearance, leering, whistling, obscene or dirty jokes or other inappropriate use of sexually explicit or offensive language; the display in the workplace of sexually suggestive objects or pictures. Even something like a back rub could be sexual harassment if it is unwelcome and creates a hostile or offensive work environment. Comments like "you look nice today" are all right if not repeated frequently, but comments like "you look nice today in that tight or short (article of clothing)" are inappropriate and may be sexual harassment. It is permissible politely to ask an employee out on a date, but if refused, it may be sexual harassment to keep on asking.

Persons covered.

This policy governs anyone who works for La Salle University, and also business invitees, and prohibits sexual harassment of all employees and applicants for employment.

Procedure for investigation of complaints and enforcement.

Anyone who believes that they have been or are being sexually harassed in the workplace, should promptly take the following actions:

1. Tell the harassor politely but firmly that his/her conduct is not welcome and must stop;
2. If the conduct persists, or if the harassed person is afraid for any reason to confront the harassor, or the harassed person believes that she/he has been retaliated against by the harasser for invoking step (1), the individual should bring the problem confidentially to the attention of the Affirmative Action Officer, without fear of any retaliation, humiliation, or recrimination. If the Affirmative Action Officer is involved in or with the alleged harassment, the complaint may be made to the Vice President of Business Affairs.
3. The Affirmative Action Officer will immediately investigate any such allegations of sexual harassment in as confidential a manner as is reasonably possible. The alleged harassor will be given an opportunity to respond to the allegations, but ordered not to confront or retaliate against the complaining person concerning the allegations. When possible, neutral witnesses will be interrogated (again, confidentially). All participants in the investigation will be instructed to keep the matter strictly confidential and disciplined if they fail to do so.
4. At the conclusion of the investigation, if it is reasonably determined that it is more likely than not that sexual harassment has occurred, the perpetrator will be subject to appropriate discipline up to and including discharge, and other remedial steps may be taken (such as separating the individuals in working

relationships, or expunging any documents tainted by the harassment such as an unfair performance review of the harassed person by the harassor). The complaining party and alleged harassor shall both be informed of the results of the investigation.

5. Retaliation in any form against a complainant who has exercised his or her right to make a complaint under this policy is strictly prohibited, even if the investigation concludes that no sexual harassment has occurred, and will be cause for appropriate discipline, up to and including discharge.

University Policy Statement on Ethnic Intimidation

La Salle University is committed to providing a campus community which is free of all forms of ethnic intimidation. The University, in compliance with the Pennsylvania Intimidation Act of 1982, recognizes that certain criminal acts are a result of "malicious intention toward the race, color, religion or national origin of another individual or group of individuals." To be considered a crime in Pennsylvania ethnic intimidation must occur in conjunction with another offense, thereby raising the degree of the primary offense. The University will encourage victims to report cases to the appropriate law enforcement agencies and/or appropriate University offices (Students — Dean of Students; Faculty and Staff — Director of Security and Safety).

University Grievance Procedure

La Salle University is committed to a policy of non-discrimination in employment, admission, and treatment of employees and students. The grievance procedure outlined below is designed to resolve as quickly and equitably as possible any situation in which a faculty member, staff member, or student believes that he or she has been discriminated against on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, or marital status. For this purpose of the following, the Grievant is the member of the faculty, professional or non-professional staff, or student body who submits a grievance. The Respondent is the person alleged to be responsible for the discriminatory action.

Informal Review

The initial stage or presentation of a grievance should include a conference of the Grievant with the Respondent. This should be accomplished by the Grievant within ten (10) working days from the time he or she believes that an act of discrimination has taken place. Every effort should be made to resolve the conflict at that level. If that effort fails, the matter should be presented to the Grievant's supervisor or the Respondent's supervisor. For example, if a faculty member feels that the department chair is practicing a discriminatory act, the faculty member should contact the appropriate dean; if a student feels that a member of the University community is practicing discrimination, it should be reported to the Dean of Students, etc. In this manner most issues should be resolved satisfactorily. The direct and informal communication is fundamental to the type of educational and work environment intended by the University.

Formal review

If the Grievant fails to receive satisfaction through this process, a more formal review may be initiated by contacting the Affirmative Action Officer who will determine whether the complaint is grievable. If so, a grievance form should be completed, the signature of the immediate supervisor secured, and the form submitted to the Affirmative Action Officer within ten (10) calendar days of the last informal meeting between the Grievant and the supervisor concerning the complaint. The Affirmative Action Officer will notify those parties involved of the procedures below.

The Affirmative Action Officer convenes a committee consisting of the following: Director of Human Resources, one individual selected by the Grievant, and one individual selected by the respondent. With the exception of individuals directly involved in the nature of the complaint, any full-time employee below the executive level or student of the University may be selected to serve on this committee.

In its consideration of the grievance, the committee will conduct a fact-finding review and make a written report of findings to the Affirmative Action Officer who will make a written recommendation to the area Vice President or Provost usually within twenty (20) calendar days of receipt of the committee's report. The area Vice President or Provost's final decision will be made in a reasonable period of time after receipt of the written recommendation. These time limits may vary in cases of extenuating circumstances such as holidays, vacations, or the extended illness of one or both parties.

The original grievance form will be retained by the Supervisor. Copies of the form, the written recommendation, and all relevant correspondence will be filed with the area Vice President or Provost and the Personnel Office.

Throughout all aspects of the informal or formal review, the Affirmative Action Officer will be available for procedural consultation with any of the parties involved with a grievance.

Social/Service/Professional Fraternities & Sororities

In addition to more than eighty active student organizations, nine local and national social/service/professional fraternities and five local and national social/service/professional sororities are registered student organizations. For many students, participation in Greek organizations is a rewarding and fulfilling out-of-class activity. The Greek system provides special opportunities for leadership training, social service activity, and the development of friendships and a greater sense of community which often enhance students' experiences as undergraduates and alumni/alumnae. In order to support and assist the La Salle Greek organizations, the following regulations/guidelines have been adopted as standards held by all members of the La Salle Greek community.

1. Membership and participation in Greek organizations is open to all full-time students and may not be denied based on race, religion, national origin, or physical handicap. Furthermore, the members of the La Salle Greek system

advocate the elimination of all forms of discriminatory behavior through explicit statements in their individual chapter constitutions.

2. In order to pledge a fraternity/sorority or apply for associate status, students must have earned a minimum of fifteen (15) credits and be in good academic standing (Free of Academic Censure - determined by the Academic Deans).
3. In order to maintain active status in a sorority/fraternity, students must be in good academic standing (Free of Academic Censure - determined by the Academic Deans).
4. Each semester all Greek organizations must submit to the Student Life Office a list of current officers and the active and pledge class/associate members, along with a statement of any significant changes in their constitution or by-laws. The list of active members is to be submitted before the start of Rush Week each semester. The list of pledges/associates is to be submitted six (6) working days after the end of each semester's Rush Week.
The lists of active members and pledges/associates may be used by the Student Life Office or the Inter-fraternity and Sorority Council to calculate chapter and all-Greek academic indexes.
5. Each fraternity/sorority must establish and communicate to their members the penalties likely for violations of the University's hazing policy.
6. Each fraternity/sorority must participate in the educational programs provided by the University concerning alcohol and other drug use and abuse.
7. Representatives of each fraternity/sorority must participate in the Inter-fraternity and Sorority Council and attend the annual student organization leadership development and education programs presented by the University.

Academic Standing and Participation in Activities

Students running for major offices or applying for appointment to University Committees must have a minimum cumulative index of 2.25 to be eligible and must maintain an index of at least 2.0 during the duration of their term. A minimum 2.25 cumulative index is required when standing for re-election or re-appointment. This policy applies to the following positions:

1. All S.G.A. appointees to University Committees.
2. All S.G.A. officers, all members of the Student Senate, and all other S.G.A. Executive Board members.
3. Editors-in-Chief and editorial staff of all University funded student publications.
4. All elected officers or committee chairs of student groups annually funded by the University.

This policy is administered by the Director of Student Life who will certify eligible candidates prior to election campaigns and/or appointment and at the beginning of each semester. The Director of Student Life is the final judge of eligibility.

Participation in Intercollegiate Athletics

To be eligible to represent the University as a participant in the intercollegiate athletics program, all student-athletes, managers, trainers, cheerleaders, and dance team members must be in good academic standing (Free of Academic Censure - as determined by the Academic Deans) during each season/semester of competition. Furthermore, all participants must be full-time (minimum of 12 credit hours) day division students and comply with applicable Atlantic 10 Conference and National Collegiate Athletic Association (NCAA) Division I eligibility and satisfactory progress requirements.

This policy, as endorsed by the Athletic Committee (Spring, 1991), is administered by the Director of Recreation and Intercollegiate Athletics who will verify eligible participants at the beginning of each season/semester of competition. The Director of Recreation and Intercollegiate Athletics is the final judge of eligibility.

Standing for Election/Appointment

A substantial time commitment often is required to fulfill the responsibilities of executive positions in annually funded organizations. In the interests of the officers and of the student organization[s], the Student Affairs Committee recommends that the following guidelines be considered:

1. students should hold more than one major position only with the support of the advisors of the organizations involved and/or the Director of Student Life; and
2. students eligible to be officers who are also scheduled to student teach or to complete an internship or cooperative education experience are strongly encouraged to discuss the expectations of each responsibility with the organization advisor and the student teaching/internship/cooperative education supervisor before deciding whether to accept major leadership responsibilities during that semester(s).

Executive positions normally include those of the president, vice-president, secretary, and treasurer or their equivalents roles.

Banner Policy

Student organizations, academic and administrative departments, and individual students, faculty, and administrative staff wishing to hang banners from the balconies of the La Salle Union must secure authorization from the Director of Student Life. Approval will be based on the following criteria:

1. The banner must not be sexist, racist, or vulgar in content or in substantial opposition to the values and beliefs commonly held by the Christian-Catholic

tradition in both its past and present expression. Content must comply with all applicable University policies. When symbols or unfamiliar acronyms are used, a statement of meaning must be filed with the Director of Student Life.

2. Normally, a banner may hang for a period not to exceed two (2) weeks. Banners may not hang during University-wide events, i.e. Parents Weekend, Open House, Discover the Difference Personally, Alumni Reunions, except those advertising that particular event. Exceptions may be granted by the University officer sponsoring that program.
3. With the exception of banners promoting University-wide events, banners should be no larger than four (4) by six (6) feet. Approval will be based on content and not the physical appearance of the banner.
4. Normally, only five (5) banners may hang at one time. Exceptions may be granted for events involving multiple student organizations or academic/administrative departments. The Director of Student Life reserves the right to assign space, i.e. Ballroom, Music Room, or Student Life balconies.
5. When a University banner is hung, physical space must be compromised, not excluded, for it.

Policies For Reservation of La Salle Union Facilities by Campus Groups

Whenever La Salle Union facilities are to be used for routine administrative, academic, or extra curricular purposes, a reservation must be secured from the Union Information Center.

All reservations and related requests (room set up, special equipment, etc.) are tentative until confirmed in writing. This applies, as well, for reservation changes.

Reservations will be accepted on a first come, first served basis. The reservation staff reserves the right to assign space to be used for a meeting or function. When a request for a particular area is made, every effort will be made to honor the request.

Reservations and reservation changes must be submitted at least 48 hours in advance.

Those individuals or groups using facilities are expected to leave them in good order. Sponsoring groups are responsible for damages to facilities.

University regulations preclude regular use of La Salle Union facilities for classes, course seminars, labs, and other strictly class related meetings. Reservations of this type normally must be for academic facilities.

Recognized and registered student organizations and University offices and departments will not be charged for use of Union facilities; however, some personnel costs will be charged to sponsoring groups. Personnel costs may include such items as maintenance supervisor, security staff, janitorial staff, matron, electrical staff, etc. Personnel charges, if any, will be specified when the facility is requested, and the sponsor will sign an agreement for any expenses before confirmation will be given.

Procedures for Reservation of Facilities by Campus Groups

Requests for routine use of all La Salle Union facilities should be made to the Information Center in the La Salle Union Building.

Reservation requests may be submitted only on the specific form which is available at the Information Center. The forms completed for reservations in the next academic year will be accepted as of April 1 of the previous Spring Semester and will be filed in order according to the date of receipt. Requests for non-routine use of facilities will be forwarded to the University Calendar Committee for disposition.

Requests for routine meetings/functions in the Union will be confirmed by the Union reservation staff. The confirmation process for the Fall Semester will begin on July 1 and the review of similar requests for the Spring Semester will begin on November 1. The sponsor of the event will be informed of the confirmation through the return of the appropriate copy of the reservation form.

In the case of duplicate requests for the same date and facility, the applicants will be notified of the conflict and provided alternate dates and/or facilities. The staff will attempt to resolve the conflict to the mutual satisfaction of the applicants. The revised requests will then be confirmed for each group. If a satisfactory resolution can not be achieved, the Assistant Director and Director of Student Life will assign the facilities and/or dates and inform the persons and groups involved.

Reservation requests received after June 30 or October 31 will be acted upon as received. Requests for previously reserved facilities will be accommodated with the most suitable alternate facility and/or date. When policy questions are involved in decisions regarding facility use, the Information Center will consult with the Director of Student Life and/or the Director of Public Affairs and/or the University Calendar Committee before the request is confirmed or denied.

Questions regarding the facilities reservation procedures should be directed to the Assistant Director of Student Life, extension 1375 or the Director of Student Life, extension 1371.

Procedure for Routine Use of Union Facilities

Faculty and Administration: submit a reservation form one week in advance signed by a faculty member or administrator and with the department clearly identified.

Recognized/Registered Day and Evening Student Groups: submit a reservation form one week in advance signed by the student representative and faculty advisor, when applicable.

Non-Registered Student Groups: submit a reservation form and "Declaration of Responsibility" to the Information Center along with a security deposit. Disposition of the reservation request will be sent to the individual signing the form. The security deposit will be returned within seven (7) days following the reservation, provided there has been no damage to property.

Leadership Development

Student organizations funded by the University or the Activities Funding Board must be represented at a minimum of one-half of the leadership training programs offered each semester by the Student Life Office. Appropriate representatives include Editors-in-Chief and editorial staff of all funded student publications, and all elected or appointed officers and committee chairs of student groups receiving funds from the University or the Funding Board (either annual budgets or Contingency and Travel funds).

Part IV:

STUDENT PRESS POLICIES

Objectives of the Student Press Committee

The Student Press Committee was established to create and maintain an environment at La Salle in which high quality student newspaper, radio station, and other media forms will most effectively benefit the entire University community. The Committee will formulate general policies for the *Collegian*, WEXP, etc., and advise the Dean of Students on related matters.

Responsibilities

1. The Committee will approve the appointment of the Editor-in-Chief of the *Collegian*, and the General Manager of WEXP, from those selected by the respective staff editorial boards, or from other applicants should these boards fail to submit candidates.
2. The Committee will meet for consultation with student editors, station managers, etc., at the request of any Committee member or of the Dean of Students.
3. The Committee may conduct post-publication/broadcast reviews of *Collegian* issues and WEXP programming.
4. The Committee may review financial and legal matters involving the *Collegian* and WEXP.
5. The Committee may question any policy of the *Collegian* and WEXP and make recommendations to their governing boards.
6. The Committee will function as a sounding board to resolve disputes among faculty, administrators, students, moderators, editors, and station managers.
7. The Committee may, with just cause, impose censure, suspension, or removal upon the Editor-in-Chief of the *Collegian* or the WEXP General Manager, provided the student has been given the opportunity to present his or her case before the Committee (see the section below entitled "Guidelines for Censure, Suspension, or Removal...").

8. An additional responsibility of the Committee is listed in the section below entitled "Appointment of *Collegian* Moderator and WEXP Moderator".

Memberships

1. The Committee will be composed of the following ten (10) voting members:
 - a. Administrator: One (1) representative for the Administration to be appointed by the Provost for a three (3) year term.
 - b. Faculty Members: Three (3) to be appointed by the Faculty Senate, for a three (3) year term.
 - c. Faculty: *Collegian* Moderator, *ex-officio*.
 - d. Faculty: WEXP Moderator, *ex-officio*.
 - e. Student: Day *Collegian* Editor, *ex-officio*
 - f. Student: WEXP Station Manager, *ex-officio*
 - g. Students: Two (2) at-large student members, neither of whom should be a member of any publication/station whose Editor/Manager sits *ex-officio* on this committee.

In addition, the Committee will include two (2) non-senior, non-voting student members, one from the *Collegian* staff, and one from the WEXP staff.

2. Officers:

- a. Chair: To be elected annually by the Committee membership, from among the three faculty members appointed by the Faculty Senate and the administrative appointee. His or her duties will be to preside over meetings and to act for the Committee in matters which it delegates.
- b. Vice Chair: To be elected annually by the Committee membership, from among the three faculty members appointed by the Faculty Senate and the administrative appointee. His or her duties will be to preside in those instances when the Chair is not present.
- c. Secretary: To be elected annually from the Committee membership. His or her duties will include taking minutes of the meetings and distributing them to all members of the Committee in a timely fashion.

Meetings

1. Regular Meetings: The Committee will meet at least once during each semester.

2. Special Meetings: The Chair may call a meeting whenever circumstances warrant doing so.

Quorum

A quorum will consist of six voting members, at least one of whom is a student.

Amendment

The By Laws may be amended by at least six voting members, at least one of whom is a student, provided the amendment was listed on the agenda, and provided a quorum is present.

Appointment of *Collegian* Moderator and WEXP Moderator

The Moderators are appointed by the Provost upon the recommendation of the Director of Student Life and the Student Press Committee in accord with the affirmative action guidelines of the University.

Collegian Advertising Guidelines

As publisher/manager of the *Collegian*, La Salle University grants to the student editors freedom to develop their own editorial and news coverage policies and protects them from arbitrary sanctions due to student, faculty, administrative and/or public disapproval of editorial policies and content. While granting this freedom, the University limits editorial discretion in the area of advertisements. However, as publisher/manager of the *Collegian*, the University strongly encourages *Collegian* editors to accept any advertising announcing a speech or similar campus gathering devoted to the spread of ideas.

As publisher/manager, the University retains the right to exclude advertisements for:

1. drugs and alcoholic beverages, and related products and services;
2. tobacco products;
3. research/term paper services; and
4. counseling, services, and off-campus events pertaining to abortion, contraception and reproduction.

Guidelines for Letters to the Editor, Guest Columns, and Opinion Pieces

The La Salle *Collegian* is a newspaper run by the students of La Salle University in Philadelphia, serving the entire University community. Letters, guest columns, and opinion pieces will be considered for publication provided they meet with the Editor's standards and can be allotted space. All letters must be signed, must include the address and telephone number of the sender, and must be under 300 words. The *Collegian* reserves the right to condense and edit as needed. Editorials reflect a consensus of the Editorial Board and are not necessarily the views of the University. Signed columns and cartoons are the opinion of the writers or artists.

Guidelines for Censure, Suspension, or Removal of the Collegian Editor-in-Chief or WEXP General Manager

The Student Press Committee encourages free inquiry and free expression for student editors, and views the invoking of censure, suspension, or removal of a student Editor-in-Chief or General Manager as extraordinary. If such punitive action must be taken, the Committee feels equally bound to guarantee procedural fairness to any student editors or radio managers, and therefore establishes the following guidelines for appropriate process:

Any formal action by the Committee will be preceded by open exchange by all members. If some action is not decided through this exchange, or if the Editor-in-Chief or General Manager refuses to appear to discuss his/her rationale for conduct, the Committee can officially censure him or her.

Suspension or removal of the Editor-in-Chief or General Manager may be imposed only after the student has been informed in writing of the charges against him or her, and after he/she has been provided a fair opportunity to refute the charges. The Editor-in-Chief or General Manager would be entitled to an advisor, could call witnesses, conduct cross-examination, and so forth. The Committee's decision may be appealed directly to the Dean of Students.

There must be at least six votes in favor of censure, suspension or removal. The Editor-in-Chief or General Manager under consideration would not vote.

Preamble to Appendices A and B

The Student Press Committee expects that the student media will respect the University Mission Statement as well as the statements in Appendices A and B, with their guidelines applied to both print and broadcast media.

Appendix A

"FROM THE JOINT STATEMENT ON RIGHTS AND FREEDOMS OF STUDENTS"

(by American Association of University Professors, National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors)

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible, the institution as publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of

editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in the academic community. Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, harassment, and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary.

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content.
3. All University published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university or student body.

Appendix B

CODE OF ETHICS OR CANONS OF JOURNALISM AMERICAN SOCIETY OF NEWSPAPER EDITORS

The primary function of newspapers is to communicate to the human race what its members do, feel, and think. Journalism, therefore, demands of its practitioners the widest range of intelligence, or knowledge, and of experience, as well as natural and trained powers of observation and reasoning. To its opportunities as a chronicle are indissolubly linked its obligations as teacher and interpreter.

To the end of finding some means of codifying sound practice and just aspirations of American Journalism, these canons are set forth:

1. **RESPONSIBILITY** - The right of a newspaper to attract and hold readers is restricted by nothing but consideration to public welfare. The use of a newspaper makes of the share of public attention it gains serves to determine its sense of responsibility, which it shares with every member of its staff. A journalist who uses his power for say selfish or otherwise unworthy purpose is faithless to a high trust.
2. **FREEDOM OF THE PRESS** - Freedom of the press is to be guarded as a vital right of mankind. It is the unquestionable right to discuss whatever is not explicitly forbidden by law, including the wisdom of any restrictive statute.

3. INDEPENDENCE - Freedom from all obligations except that of fidelity to the public interest is vital.

a. Promotion of any private interest contrary to the general welfare, for whatever reason, is not compatible with honest journalism. So-called news communications from private sources should not be published without public notice of their source or else substantiation of their claims to value as news, both in form and substance.

b. Partisanship, in editorial comment which knowingly departs from the truth, does violence to the best spirit of American journalism; in the news columns it is subversive of a fundamental tenet of the profession.

4. SINCERITY, TRUTHFULNESS, ACCURACY - Good faith with the reader is the foundation of all journalism worthy of the name.

a. By every consideration of good faith a newspaper is constrained to be truthful. It is not to be excused for lack of thoroughness or accuracy within the control or failure to obtain command of these essential qualities.

b. Headlines should be fully warranted by the contents of the articles which they surmount.

5. FAIR PLAY - A newspaper should not publish unofficial charges attacking reputation or moral character without opportunity given to the accused to be heard; right practice demands the giving of such opportunity in all cases of serious accusation outside judicial proceedings.

a. A newspaper should not invade private rights or feelings without sure warrant of public right as distinguished from public curiosity.

b. It is the privilege, as it is the duty, of a newspaper to make and complete corrections of its own serious mistakes of facts or opinion, whatever their origin.

6. DECENCY - A newspaper cannot escape conviction of insincerity if while professing high moral purpose it supplies incentives to base conduct, such as are to be found in details of crime and vice, publication of which is not demonstrably for the general good. Lacking authority to endorse its canons the journalism here represented can but express the hope that deliberate pandering to vicious instincts will encounter effective public disapproval or yield to the influence of a reponderant professional condemnation.

Part V: RESIDENTIAL COMMUNITY INFORMATION AND STANDARDS

The residences are an integral part of La Salle University, and as such, all University rules and regulations are applicable in the halls. Each student, resident or guest must observe in his or her use of the residences all federal and state laws and all ordinances and fire regulations of the City of Philadelphia. Resident students assume responsibility for reporting any illness or injury to a staff member and all students are strongly encouraged to purchase adequate medical insurance and to use the University Student Health Services.

The Housing Contract

A. The housing contract represents an agreement between the University and the student for one academic year's rent (or from the time of arrival to the posted closing time of the Spring Semester) on a space in the La Salle student residence facilities. All residents of dormitory-style buildings must also subscribe to one of the Food Services meal plans for resident students. A meal plan for apartment/townhouse residents is optional. Housing is limited to full-time, Day Division undergraduate students except in the summer months or (if space is available) during the academic year when some restrictions may be removed to include graduate students, conference groups, and guests. Terms and conditions of occupancy included herein (except for the meal plan requirement) remain in force throughout the calendar year.

B. The University does not assume legal obligation to pay for any loss of or any damage to students' property if it occurs in its buildings or on its grounds prior to, during, or subsequent to the period of the contract. Personal property insurance is recommended.

C. The student is responsible for the accommodation and furnishings assigned and shall reimburse the University for all losses and damages done within or to said accommodations and furnishings. Residents are collectively responsible for damages to common areas on their floors or in their buildings, such as walls, ceilings, floors, tiles, furnishings, doors, fire safety equipment, and other appurtenances if the person(s) responsible cannot be identified.

D. Room assignment and reservations are made by the Resident Life Office (RLO). When a vacancy occurs, the University reserves the right to consolidate and reassign the remaining occupant of the room to different accommodations or to assign a new resident to fill the vacancy. Space permitting, the remaining occupant may request to remain in the room by 1) selecting a new eligible resident to fill the vacancy, or 2) by paying an additional premium for the continued use of the room at a reduced capacity. In order to fill apartment/town-

house vacancies the Resident Life Office reserves the right to offer one or more of the following options: 1) the students may select an eligible resident roommate, 2) RLO may assign persons to fill any vacancy, 3) consolidate with other partially filled apartments and town-houses, or 4) pay an additional premium for the continued use of the unit at a reduced capacity.

E. When deemed necessary, the student agrees that the RLO may create extended housing by tripling double occupancy rooms and using common areas. If this occurs, every effort will be made to insure the security and comfort of the resident. As space occurs, residents in extended housing will be reassigned to permanent housing. Students remaining in a "de-tripled" room will be assessed the standard double room fee unless they arrange for another eligible roommate to move in to maintain the room as a triple accommodation.

F. Students are prohibited from taking a roommate, transferring the contract, or permitting any part of an assigned room to be shared by person(s) not duly assigned by the RLO.

G. The University reserves the right to make all room assignments and reassignments as considered necessary including during break periods and holidays. Due to an interest group housing assignment, alteration of the male/female housing ratio, damage to a building, or any other hall or floor reassignment condition, the University reserves the right to reassign residents or alter assignments as necessary.

H. The University reserves the right of entry into a student room during an emergency or for other purposes in accordance with University policy and the *Student Handbook*.

I. Authorized University representatives shall have the right of inspection within student rooms without prior authorization of the resident(s) at reasonable times for general maintenance/health/safety standards, preservation of the existing physical structure, identification of damage, and for enforcing University Rules and Regulations governing security and safety of University property. The University reserves the right to initiate steps for the removal of items which are the property of the University or its agents which are in a resident's room without approval.

J. The student agrees to comply with the rules, regulations, and conditions as contained in this agreement, together with such rules, regulations, and conditions as contained in the *Student Handbook* and the *University Bulletin*. Resident students are accountable for the behavioral conduct and physical contents within their assigned living accommodation should either represent a violation of University, federal, state or local regulation.

K. If any provision of this contract shall be declared illegal or unenforceable, the remaining provisions will remain in full force and effect.

L. The student shall be expected to follow the check-out procedures established by the Resident Life Office and to vacate University residence buildings within 24 hours after withdrawal or his or her last final examination or termination of this

contract. End of semester and holiday closing dates and times are published annually by the Resident Life Office.

Housing Assignment Matters

Room Changes

Room changes may only be requested by submitting a properly completed Room Change Request form to the Housing Services Manager during a room change period. There is a \$10.00 fee to the student who initiated the room change. When a resident changes rooms, the resident is responsible for the condition of both the former room and the present room. Rooms or room assignments cannot be changed without authorization from the Resident Life Office. Check-in and check-out forms are to be signed and completed at the actual time of each room change by the student and the Resident Assistant (RA). A \$25.00 fee is assessed for improper room change, and the change may be nullified.

Single Rooms and Consolidation

When vacancies occur in double occupancy rooms during the academic year by no-shows or room changes, the University reserves the right to reassign students in order to consolidate occupancy. Space permitting, requests to retain the same room will be considered by the Resident Life Office. An additional premium single room fee will be assessed if approval is granted.

Withdrawal from Residence

Whenever and for whatever reason a resident wishes to withdraw from housing, an application for Withdrawal from Residence form must be submitted to the Director of Resident Life. There is a charge for failing to submit a form and not following prescribed check-out procedures if withdrawal is approved.

Housing contracts are binding for the entire academic year, fall and spring semesters. Release from financial obligation for room rent for any subsequent semester in the contract can only be granted by the Director of Resident Life when an Application for Withdrawal from Residence form is received prior to the beginning of that semester. Marriage, off-campus matriculation or job co-op location which constitutes a travel hardship, withdrawal from the University, or part-time or evening division status constitute the acceptable grounds for release from the housing contract. Residents withdrawing from school during a semester are eligible for a refund of room rent for that semester according to the tuition refund schedule noted in the *University Bulletin*.

Pro-rated refund or alteration of the Food Services contract can only be obtained by contacting the Bursar and the Food Services Department.

Check-out Procedures

Any time a resident student withdraws from school, graduates, gets married, goes home at the end of the academic year, or even CHANGES ROOMS, he/she MUST OFFICIALLY CHECK-OUT OF HIS/ HER ROOM! Listed below are some important check-out procedures.

1. Each person must check-out of his/her own room. No one else can do it for him/her.
2. All possessions and items to be discarded (including anything on walls, doors, bulletin boards, and windows) must be removed from the room, and it must be broom cleaned. Bathroom and kitchen facilities in townhouses and apartments are to be cleaned as well.
3. The RA must do a final check of the room. Damages will be assessed (if any) and noted on the room inspection sheet.
A check-out is NOT complete until THE ROOM INSPECTION SHEET IS SIGNED AND KEYS ARE RETURNED. THIS MUST BE DONE BEFORE LEAVING. Failure to do this results in a \$25.00 charge for failure to check-out properly in addition to charges for key replacement. If the room/apartment/townhouse has been abused or vandalized, the resident may also be subject to disciplinary action for abuse of University property.

Hall Closing During Holiday Break Periods

The residence hall-style buildings are closed for occupancy during the Thanksgiving, Christmas, and Spring break. Students who need to remain in on-campus residence beyond the posted closing times at each break period during the academic year may request such by submitting a Housing Extension Request form to the Resident Life Office. All students who have a University-related reason are automatically approved (free of charge). Students with later exams, athletic commitments, on-campus work responsibilities, etc. all fall within this category.

Students who live in any of the three apartment complexes on campus are not affected by closing of the halls since these accommodations remain open through all scheduled break periods.

Guests cannot be permitted during these vacation break periods.

Care of Facilities

Residents are expected to maintain reasonable standards of cleanliness and care for the residence buildings. Students are responsible for cleaning their own living quarters and are to refrain from abusing common area facilities. Requests for maintenance and repair should be directed to building Resident Assistants.

Property Damage

When damage occurs to residence hall property, the Resident Life Office reserves the right to assess charges for damages to the responsible party.

The cost of the repair or replacement of damaged property in a student room will be charged to the responsible occupants. When damages occur on a particular floor or hall in a common area, the persons responsible will be assessed if they can be identified. Otherwise, all of the floor or hall's residents will be collectively (as a group) assessed for the damage. Damages within a townhouse or apartment will be assessed to the group of residents in that unit.

Damages to common lobby areas will be assessed to persons responsible if they can be identified. Otherwise, the repairs will be charged to the smallest identifiable group of students in the residential area.

Painting Rooms and Hallways

The current Painting Policy Guidelines are available at the Resident Life Office through the Housing Facilities Manager.

Health, Safety, Maintenance Checks

Periodically each semester Resident Life Staff will conduct announced health, safety and maintenance checks of rooms, apartments, and townhouses. Residents need not be present. Violations will be referred back to the resident(s) for correction. Failure to comply with pertinent health, safety or maintenance standards and laws may lead to disciplinary action.

Furniture

Furniture is placed in the common areas of the residences for use by all residents. It may not be taken out of a building or into a private living space. If University furniture is found in a student room, a charge will be assessed, and the return of furniture to its original location within 24 hours will be required of the residents.

Repairs

Residents should promptly report all needed repairs to a Resident Assistant (RA) or Resident Director (RD). Emergency repairs should be immediately reported to them or can be telephoned to Campus Security at 951-1111 or 991-2111.

Security and Safety Requirements

The La Salle residence community includes some 1,800 undergraduate students in varied accommodations ranging from single and double residence hall style rooms in eleven halls to fully-furnished three, four, and five person apartments and townhouses. Services and programs intended to enhance the quality of life and to assure the security and safety of the resident student body are a major priority for the Resident Life administrative staff. Each residence facility includes a 24-hour security desk receptionist, and/or a magnetic photo identification card access system. All are served by live-in, graduate student Resident Directors and undergraduate Resident Assistants. Staff members are available for each building from 6:00 p.m. every evening until 7:00 a.m. the next morning, and staff make regular rounds in each building as part of the security and safety system provided for resident students. The following policies relating to the use of facilities and individual responsibilities are intended to provide a safe living environment.

The University has trust that the great majority of students do not intentionally violate policies or contribute to events in which harm, threat to person, or destruction of property occurs. However, in the event that these factors are imminent, University personnel have a responsibility to react accordingly to protect students and property from harm on University property.

In this regard, University Resident Life professional staff reserve the right to enact additional policies and procedures it deems necessary to respond to foreseeable circumstances (such as, but not limited to the restriction of alcohol sign-in privileges and/or building access privileges). Such situations may meet the following criteria:

1. Events in which alcohol and/or large numbers of people are regarded as contributing to an anticipated lack of civility, harm to students, or destruction of personal and/or University property.
2. Events during which threats to persons have occurred, and/or it seems likely that they may occur without intervention by University staff.

Building Safety

1. Fire doors and any locked accessways must remain closed and secured for all but emergency use.
2. All non-staff persons must avoid roofs and other limited access areas, including boiler rooms and electrical equipment boxes. Walking on the building roofs will cause ultimate, if not immediate damage to roof surfaces.
3. Windows and screens are intended to secure student rooms, to keep out insects, and as a safety precaution. Removal of, or damage to, window screens will result in a damage charge. Where screens are not available, students should continue to observe safety precautions. In all cases, any person found throwing objects out of a window or hanging anything out of a window will be subject to disciplinary action. In addition, persons found to be throwing objects at windows may be subject to disciplinary action as well.
4. All persons must enter and exit residential facilities through designated access points. Persons may not climb over walls, gates, fences, or through windows.

Safe Living and Individual Responsibility

1. All persons must carry an appropriate form of La Salle identification (La Salle Student ID Card, La Salle Staff ID Card, or a currently issued guest pass) when inside a residential complex. All students and employees are issued photo ID cards and are required to present them upon request to University officials.
 - Inability to provide appropriate picture identification will likely require individuals to visit either the Department of Security and Safety or Gold Card Account office to receive temporary ID, purchase new ID, or be denied access to residential facilities.
 - Lost or stolen ID cards must be reported immediately to the Department of Security and Safety to prevent unauthorized use.
 - Trespassers are escorted off campus and may be detained by authorities.
2. Resident students may host the guest(s) of their choice, providing that the resident student has not had their guest privileges revoked as a result of disciplinary action, the guest has not lost visitation privileges as a result of disciplinary action, and both guest and host are willing and able to abide by all University standards.

- Guest passes may be issued at the North Halls Security Desk, the Srs. Edward and Francis Halls Security Desk, the St. John Neumann Hall Security Desk, or the St. Miguel Court Security Desk.
 - No guest will be allowed to enter a residential complex who is unable to present a picture ID. It is the responsibility of the host to insure that their guests are aware of this requirement.
 - All guests must be escorted by their host at all times while inside a residential complex. It is the host's responsibility to insure that this occurs. A host will be held fully accountable for the actions of his/her guest(s).
 - Guests cannot be permitted during vacation periods.
3. All resident students and staff must use their ID card to activate the turnstile or security door each time they enter the St. Miguel Court Complex, Srs. Edward and Francis Halls, St. John Neumann Hall and the North Halls Complex.
 - Assistance with malfunctioning cards or equipment may be received from the Security Desk Receptionists or at the Department of Security and Safety. A malfunctioning card will not admit an individual to a residential complex and will require an individual to insure that his/her card is functional or replaced at either the Department of Security and Safety or Gold Card Account office.
 4. The following guidelines are highly recommended in order to insure the safest educational environment within the residential community:
 - a. Lock room door and always carry key. Remember room door and mailbox combination.
 - b. Do not loan keys or door combinations. Report lost or misplaced keys immediately. There will be a small fee charged to change a lock or a door combination.
 - c. Report strangers or suspicious behavior of unfamiliar persons in the building. Contact a Resident Life Staff member immediately or call Campus Security at 951-1111 or 991-2111.
 - d. Report incidents of vandalism, theft or property destruction to the Resident Life Staff immediately.
 - e. Park in designated University parking areas. Avoid street parking.
 - f. All students and employees are encouraged to promptly report all crimes to Campus Security and/ or the Philadelphia police.
 5. **PROHIBITED!**

Because of legal statutes and for health and safety reasons, etc., the following are not allowed in the residence halls:

 - ✓ body building equipment
 - ✓ cooking appliances with an open element
 - ✓ electric skillets
 - ✓ weapons (or replicas)

- ✓ fireworks
- ✓ littering
- ✓ connections to outside aerials or antennas
- ✓ radio transmitters
- ✓ musical instrument amplifiers and sound equipment
- ✓ waterbeds
- ✓ air conditioners
- ✓ lighted candles
- ✓ incense
- ✓ firearms
- ✓ gas and air pistols or rifles
- ✓ ammunition or explosives
- ✓ darts and archery equipment
- ✓ sun lamps and other similar electrical equipment
- ✓ vehicles with gasoline engines
- ✓ bicycles (except in private rooms or parked outside)
- ✓ pets

The keeping or presence of any and all pets is prohibited!

6. Solicitation

Solicitation of any kind is not permitted on or in the private property of the University without permission. This includes commercial salespersons, outside organizations, representatives of political parties, vendors, small businesses, etc. Campus-based student organizations, individual students, as well as individuals or groups not affiliated with La Salle must receive authorization from the Director of Resident Life.

Community Courtesy Guidelines

The residential student community is an interdependent group of individuals. However, needs and behaviors of individuals can be in conflict with the needs and behaviors of small groups of residents or the entire residential community. The University facilitates the resolution of this conflict through three bodies of authority whose responsibility it is to define when and where the rights of individuals end and the needs of the community begin. These three authoritative bodies include the Resident Life Office, the Resident Life Advisory Board, and the Resident Student Association. All-campus policy issues are the responsibility of the Student Affairs Committee, the Provost and the Dean of Students. The preponderance of resident student-specific policies are the responsibility of the Resident Life Advisory Board and its membership which includes students, faculty and administrators.

Noise Annoys!

Each resident has the right to an environment that promotes courtesy and respect for individual study, sleep, and living habits. Excessive noise or behavior which infringes upon student residents or off-campus neighborhood residents is not appropriate at any time. In particular, sound equipment should not be placed facing an open window nor should it be played at such a volume to disturb others (Closing a room door and windows makes a lot of difference!).

Courtesy in response to a request to lower the volume of sound from a room, hallway or outdoors is expected 24 hours a day. In addition to courtesy hours being in effect all day, quiet hours require a sound level conducive to sleep and study. Each living unit/floor may vote to establish guidelines beyond those listed below as minimum.

QUIET HOURS

Sunday Evening through Friday Morning

8:00 p.m. to 8:00 a.m.

Friday Night through Sunday Morning

1:00 a.m. to 8:00 a.m.

Guests and Visitation Privileges

La Salle commuter students and non-La Salle guests are subject to all University and Resident Life policies and regulations. All guests must have a host, register with the Security Desk Receptionist, and obtain a pass to gain access to a residence (see Safe Living and Individual Responsibility guidelines on page 59).

The visitation policy permits members of the opposite sex to visit in hallways and rooms in the University residences during prescribed hours only:

Sunday–Thursday 12:00 p.m.–12:00 a.m.

Friday–Saturday 12:00 p.m.–2:00 a.m.

Resident students may have overnight guests of the same sex as long as roommate(s) are notified and do not object. The Resident Assistant must be notified and, if a guest is to stay beyond three (3) consecutive nights, authorization must be obtained from the appropriate Resident Director. The Resident Life Office may have a guest removed for failing to abide by University and housing regulations.

Room Entry and Search Procedure

The right of a resident to privacy in his or her room will be protected by the University. However, this right of privacy carries with it the responsibility for each student to conduct himself or herself within the general policies of the University. In the interest of handling emergency situations and of maintaining an environment in the University residence complexes which provides for the health, safety, and welfare of all residents, it is occasionally necessary for authorized University personnel to enter the living quarters of students (see Housing Contract, page 56).

In situations as defined below, premises occupied by a student and the personal property of a student in those premises may be searched only when appropriate prior authorization has been obtained. For University residences or other facilities controlled by the University, a formal request must be made of the Dean of Students, or his or her designated representative, specifying the reason(s) for the search and the object(s) or information sought. A student's room will be protected from unreasonable search and from search when he or she is not present, if possible. In the case of searches by civil authorities, the requirements for lawful search will be followed:

1. A clear indication that established health or safety regulations are being violated.
2. Clear and present danger to the room occupants or other residents exists.
3. University administrative personnel have probable cause to believe that students are violating federal, state, or local laws or University regulations.

Telephone Harassment

It is a crime under both state and federal laws for anyone to make obscene or harassing telephone calls. These laws have penalties of imprisonment and/or a fine. La Salle University will cooperate fully with investigations by the proper authorities into these matters. In addition, the responsible person(s) will be subject to University disciplinary action.

If you ever receive obscene, abusive, harassing, or threatening calls, follow these suggestions: 1) Hang up at the first obscene word. Hang up if the caller remains silent the second time you say hello. REMEMBER, YOU CONTROL YOUR TELEPHONE, not the person calling. 2) Do not give any information, such as your name and address, until the caller has been properly identified. 3) Unplug your telephone for a length of time until the calls cease. 4) If calls persist over a period of days, notify a Resident Life Staff member or visit the Resident Life Office.

Serious Misconduct

Students at La Salle have a great deal of freedom to develop a lifestyle which is consistent with their personal goals and developmental needs. However, the following areas fall outside the bounds of acceptable student behavior and could lead to loss of housing privileges or suspension from the University on a first offense.

1. Vandalism — The deliberate destruction or defacement of private or University property.
2. Violent acts such as fighting and assault or threats of the same.
3. Sale or possession of illegal/illicit drugs or drug paraphernalia in any quantity.
4. Breaches of security/safety measures which could put at risk members of the University community including improper possession/use of keys, combinations, propping open doors, etc.
5. Misuse of fire protection equipment including pulling a false alarm or discharging a fire extinguisher.
6. Arson or the discharge of fireworks or firearms.
7. Lewd or indecent behavior in public areas antithetical to the values of a La Salle education.

Suspension of Housing Privileges

The privilege of residing in or visiting University residential facilities is provided to all La Salle University students until or unless an individual demonstrates behavior which affects that status. The residential community requires that its members make an effort to respect one another as well as the facilities they share.

Students found to be physically abusive or neglectful toward University residential facilities may risk losing privileges regarding their choice of living accommodations or their ability to live in or visit University residential facilities.

Students found to be violators of University regulations, either through "Serious Misconduct" or through consistent or continuous violations of policy, risk losing certain privileges. This may include the ability to self-select their living accommodations or the ability to live in or visit University residential facilities.

The following examples describe "minimum" responses and disciplinary action regarding housing privileges:

Intentional damage to common area University property

First Offense — Specific probation, restitution and loss of privilege to self-select living accommodations for next academic year.

Second Offense — General probation, restitution, loss of all housing privileges for one academic year (may not live in or visit University housing facilities).

Damage or neglect of assigned living space

First Offense — Conduct warning, restitution, and loss of two room selection lottery points.

Second Offense — Specific probation, restitution, and loss of privilege to self-select living accommodations or limited choices for the next academic year.

The above listed examples are for general reference only. Extent of damage and other circumstances will affect sanctions necessary for individuals in specific circumstances.

La Salle Quick Phone List

1084 Academic Discovery Program	1196 Education Program (Graduate)	1010 Office of the President
1521 Academic Support Services for Student Athletes	1145 English Dept., Chair	1350 Pastoral Counseling
1008 Accounting Dept., Chair	1014 Equal Opportunities Programs	1320 Philosophy Dept., Chair
1500 Admissions Office (Day School)	1380 <i>Explorer</i> (yearbook)	1315 Physical Facilities
1190 Advanced Placement Program	1384 Faculty Dining Room	1881 Planned Giving
1014 Affirmative Action Officer	1996 Field Hockey Coach	1107 Political Science Dept., Chair
1313 African American Students League	1030 Finance Dept., Chair	1015 Provost
1535 Alumni Office	1070 Financial Aid Office	1270 Psychology Dept., Chair
1539 Annual Fund	1226 Fine Arts Dept., Chair	1081 Public Relations
1221 Art Gallery	1556 Fitness Center	1864 Purchasing
1516 Athletic Department	1418 Food Court, Manager	1020 Registrar
1519 Athletic Trainer (Hayman Hall)	1388 Food Service Dept.	1335 Religion Dept., Chair
1295 Audio-Visual Services	1200 Foreign Language Dept., Chair	1350 Religious Studies (Graduate)
1371 Backstage Programming Activities Committee, BackPAC	1268 Geology Dept., Chair	1550 Resident Life Office
1229 Barber Shop	1LSU Gold Card Account Manager	2117 Resident Student Association
1995 Baseball, Men's Coach	1516 Golf, Men's Coach	1042 School of Arts & Sciences, Dean
1518 Basketball, Men's Coach	1005 <i>Grimoire</i>	1040 School of Business, Dean
1525 Basketball, Women's Coach	1527 Hayman Hall Front Desk	1430 School of Nursing, Dean
1561 Bilingual-Bicultural Studies (Graduate)	1090 History Dept., Chair	1111 Security — Emergency
1245 Biology Dept, Chair	1360 Honors Center	1300 Security — Information
1573 Building Blocks Child Development Center	1869 Housing Utility Building (HUB)	1299 Sheekey Writing Center
1055 Bursar's Office	1052 Human Resources (Personnel)	1416 Small Business Development Center
1050 Business Office	1767 Human Services Psychology (Graduate)	1993 Soccer, Men's Coach
1048 Campus Ministry	1045 Information Technology	1991 Soccer, Women's Coach
1396 Campus Store - Main	1000 Information - Switchboard	1119 Social Work Dept., Chair
1397 Campus Store - Textbook	1186 Instructional Materials Center	1106 Sociology Dept., Chair
1075 Career Planning	1857 Intermissions, Manager	1695 Softball Coach
1419 Catering Dept.	1948 International Student Services	1605 Sports Information
1006 Center for Individual & Family Studies	1030 International Studies Program	1565 Student Health Services
1204 Central & Eastern European Studies, Chair	1545 Intramurals	1371 Student Life Office
1263 Chemistry Dept., Chair	1002 Jazz/Pep Band	1054 Student Loan Office
1398 <i>Collegian</i>	1214 Language Laboratory	1375 Student Union Information Center
1844 Communications Dept., Chair	1875 La Salle 56	1385 Students Government Assoc.
1050 Comptroller	1203 La Salle-In-Europe Program	1520 Swimming, Men's & Women's Coach
1060 Continuing Education for Women	1003 La Salle Singers	1516 Tennis, Men's & Women's Coach
1234 Continuing Studies Program	1292 Library - Circulation	1375 Ticket Information (Individual)
1615 Co-op Education	1262 Library - Inter-Library Loans	1999 Ticket Information (Seasonal)
1355 Counseling Center	1287 Library - Reference	1992 Track & Cross Country Coach, Men's & Women's
1869 Crew, Men's Coach	1375 Lost & Found (Union Info)	1187 Urban Studies Center
1105 Criminal Justice Dept., Chair	1699 Mail Room - Resident Students	1050 Vice President for Business Affairs
1017 Dean of Students	1038 Mail Room - University	1540 Vice President for Development
1907 Desktop Publishing	1037 Management Dept., Chair	1079 Vice President for Enrollment Services
1540 Development Office	1035 Marketing Dept., Chair	0 or 1000 University Operator
1520 Diving, Men's & Women's Coach	1410 Masque (Box Office)	1695 Volleyball, Women's Coach
1038 Duplicating & Printing	1130 Mathematics & Computer Science	1378 WEXP
1175 Economics Dept., Chair	1948 Multicultural Student Services	1556 Wrestling Coach
1190 Education Dept., Chair	1701 Non-Profit Management Development Center	
	1762 North Halls Dining	
	1430 Nursing Program (Graduate)	
	1234 Off-Campus Programs	

UNDERGRADUATE ACADEMIC & HOLIDAY CALENDAR

FALL SEMESTER, 1996

SEPTEMBER

3 CLASSES BEGIN
 9 Day: Last day for late registration and change of roster
 13 Rosh HaShanah 5757
 22 Yom Kippur
 24 Day: last day for filing P/F option
 27 Sukkot

OCTOBER

20 Academic Convocation
 23-25 Senior pre-registration
 27 Reformation Sunday
 28-29 DAY DIVISION: MID-SEMESTER HOLIDAYS
 30 Junior pre-registration

NOVEMBER

1 All Saints' Day
 Day: last day for withdrawal from classes
 Junior pre-registration ends
 4-7 Sophomore pre-registration
 8-13 Freshman pre-registration
 24 Last Ordinary Sunday
 27-29 DAY DIVISION: THANKSGIVING HOLIDAYS

DECEMBER

1 First Sunday of Advent
 5 Hanukkah
 9 Immaculate Conception
 13 DAY DIVISION CLASSES END
 14 Midnight Liturgy for the Advent-Christmas Season
 16-20 DAY: FINAL EXAMINATIONS
 (INCLUDES SATURDAY, DECEMBER 16)
 21 Supplementary examination date

SPRING SEMESTER, 1997

JANUARY

7-8 Day Division in-person registration
 13 CLASSES BEGIN
 18 Day: last day for late registration and change of roster
 20 MARTIN LUTHER KING HOLIDAY

FEBRUARY

3 Undergraduate: last day for filing P/F option
 12 Ash Wednesday
 16 First Sunday of Lent

MARCH

3-7 DAY DIVISION: MID-SEMESTER HOLIDAYS
 13 Undergraduate: last day for withdrawal from classes
 17-19 Junior pre-registration
 20-25 Sophomore pre-registration
 23 Passion/Palm Sunday
 26 Freshman pre-registration
 27 Holy Thursday/DAY DIVISION: EASTER HOLIDAYS
 28 Good Friday/DAY DIVISION: EASTER HOLIDAYS
 30 Easter Sunday

APRIL

2 Freshman pre-registration ends
 25 DAY DIVISION: CLASSES END
 28 DAY: FINAL EXAMINATIONS BEGIN

MAY

2 DAY: FINAL EXAMINATIONS END
 6 GRADUATING STUDENTS GRADES DUE
 8 Ascension Day
 10 Baccalaureate Liturgy
 11 Commencement

UNDERGRADUATE ACADEMIC & HOLIDAY CALENDAR

CAMPUS MAP & DIRECTORY

1 COLLEGE HALL

Campus Ministry and de la Salle Chapel
Dean of Business Administration
Department Offices:
Accounting
Business Law
Finance
Management
Marketing
Information Technology
Japan Center
Master of Business Administration

2 CHRISTIAN BROTHERS RESIDENCE

3 CONNELLY LIBRARY



4 ADMINISTRATION CENTER

Bursar's Office
Business Office
Career Planning
Dean of Arts and Sciences
Dean of Students
Graduate Education
Graduate Human Services
Psychology
Government Affairs
Graduate Pastoral Counseling
Graduate Religion
Human Resources & Affirmative Action
Lawrence Conference Room
Provost's Office
Registrar's Office
Student Loan Office
Vice President for Business Affairs
Vice President for Development



5 ROLAND HOLROYD SCIENCE CENTER

Department Offices:
Biology
Chemistry
Geology/Physics
Psychology



6 OLNEY HALL

Academic Discovery Program
Art Museum
Audio-Visual Services
Department Offices:
Computer Science
BUSCA
Economics
Education
English
Fine Arts/Music
Foreign Languages
History
Mathematical Sciences
Political Science
Sociology, Social Work, and Criminal Justice
Desktop Publishing
Graduate Bilingual/Bicultural Studies (Spanish)
Language Laboratory
La Salle-in-Europe
Mandell Amphitheater
Sheekey Writing Center
Women's Studies Program



7 LA SALLE UNION

Backstage/Intermissions
Ballroom
Clubroom (game room)
Dan Rodden Theater
Dunleavy Assembly Room
Faculty Dining Room
Food Court
Food Services Department
McShain Conference Suite
Meeting Rooms
Money Access Center (MAC)

Music Room

Organization Offices:

Activities Programming Board
African-American Students League
Backstage Programming
Activities Committee
Collegian
Explorer
Grimoire
Jazz Band
La Salle Singers
Students' Government Association
WEXP Radio Station

Student Life Office

Union Information Center

Williamson Commuter Lounge

8 MC CARTHY HALL (EAST)

Duplicating/Mailroom

9 MC CARTHY HALL (WEST)

R.O.T.C. Office

10 HANK DE VINCENT FIELD



11 WISTER HALL

Campus Store/Textbooks
Computing Lab
Dean of Nursing Program
Department Offices:
Art History
Nursing
Philosophy

L-Stop Convenience Store

12 MC SHAIN HALL

Counseling Center
Department Offices:
Religion
Honors Center

13 BENILDE HALL

Alumni Office
Continuing Education for Women (CEW)
Nonprofit Management Center
Office of Continuing Studies
Office of Public Relations

14 URBAN STUDIES AND COMMUNITY SERVICES CENTER

15 ST. HILARY HALL

16 ST. JEROME HALL

17 ST. ALBERT HALL

18 ST. CASSIAN HALL

19 ST. GEORGE HALL

ST. GEORGE ANNEX

Student Health Services

20 ST. BERNARD HALL

21 ST. DENIS HALL

22 ST. KATHARINE HALL



23 NORTH DINING HALL

24 LA SALLE HALL APARTMENTS

Neighborhood Nursing Center

25 GOOD SHEPHERD

Center for Individual & Family Studies
Clinic for Marriage and Family Therapy
Pastoral Counseling

26 INTRAMURAL ATHLETIC FIELDS

27 ST. TERESA COURT APARTMENTS

28 HAYMAN HALL

Athletics Department

Director of Academic Support
Services for Student Athletes
Director of Recreation and Intercollegiate Athletics
Kirk Memorial Pool
Recreation and Intercollegiate Sports Facilities & Training Room

29 ST. EDWARD HALL

30 ST. FRANCIS HALL



31 ST. MIGUEL COURT

Community Center
West Complex Mailroom

32 BUILDING BLOCKS CHILD DEVELOPMENT CENTER

33 FINE ARTS & PRINT STUDIO

34 PEALE HOUSE

Institutional Research
President's Office
Vice President for Enrollment Services

35 GATEHOUSE

Small Business Development Center

36 SECURITY HEADQUARTERS

37 GREENHOUSES

38 ART MUSEUM ANNEX

39 JAPANESE TEA CEREMONY HOUSE

40 PHYSICAL PLANT ADMINISTRATION

41 ST. JOHN NEUMANN

South Complex Mailroom
Multi-Cultural and International Affairs

42 JAMES J. BINNS FITNESS CENTER

43 CHRISTIAN BROTHERS RESIDENCE

44 COMMUNICATION CENTER

Communication Department

45 RESIDENT LIFE OFFICE

North Halls Complex Mailroom

46 HOUSING UTILITY BUILDING

PARKING LOT A

Faculty and staff

PARKING LOT B

Student

PARKING LOT C

Faculty and staff

PARKING LOT D

Student

PARKING LOT E

Student

PARKING LOT F

Student

PARKING LOT G

Student

PARKING LOT H

Student



INFORMATION FOR THE PHYSICALLY CHALLENGED

Building Access
Parking (Security will provide assistance)

LASALLE

UNIVERSITY





La Salle University
Student Life Office -- Box 835
1900 West Olney Avenue



Desktop Publishing

LA SALLE UNIVERSITY